



## Work Study Guidelines

- I. Student workers must not be given assignments that would require them to drive a vehicle, either college-owned or personal.
- II. Student workers will not have access to keys to any WATC building or facility.
- III. Student workers will not assist faculty with any grading. Student workers will also not be allowed to enter any student's grades or copying grade books and should not have access otherwise to any student's final grade.
- IV. Student workers whose job responsibilities require access to the student information system will be provided access and should log in only under their own user name and password.
- V. All work assigned to student workers must be college-related.
- VI. Student workers must be enrolled in a minimum of 6 credit hours at WATC in courses for credit during the academic term of employment.
- VII. Student workers will not be required to work during the finals week or during any college breaks.
- VIII. Work studies are responsible for logging their own time each day using Firefly. Supervisors will approve time based on the number of hours allowed.

The following are Guidelines for Employment of Student Workers. All students that are granted a work student position must agree to maintain the confidentiality of any information they may have access to while performing their duties as a Wichita Area Technical College work study. The guidelines are subject to change based on any updates or changes that may be needed.