

Work Study Employment Information

In light of recent developments, I would like to pass along more detail on how our work study employees will be cared for after the announcement of changes in OJC's schedule for Spring 2020. Keep in mind, we are making decisions to keep our students, staff, and faculty safe and in accordance with what is allowable by the federal and state regulations.

With OJC extending Spring break through March 30 and then transitioning to remote instruction on March 30th, we recognize that it is important for our work study student employees to not arrive on campus to work their shifts. For this reason, **after March 20, 2020, student work study employees will not be working on campus until further notice.** We recognize that this is a hardship not only on our offices but, more importantly, on our students who rely on that income to continue to afford to go to school. For that reason, the US Department of Education and the Colorado Department of Education have authorized schools like ours to **pay students for hours not worked.** What this means is that students will continue to receive their bi-weekly paychecks but **will not be working**. This does **not** include students who have not yet started work study positions on campus.

Given the abruptness of the change, we thought it best to make the next payroll as easy as possible on all of our students and staff. To this end, for start of **the pay period March 21**, all work study students who have already earned work study hours during the Spring 2020 semester will be compensated based on the **average number of hours they worked per week** over the course of the Spring 2020 semester.

For example, if a student worked 3 weeks in Spring 2020 and for those 3 weeks worked 12 hours, 10 hours, and 5 hours, their weekly pay will be for 9 hours per week until the end of the semester. This will allow students to continue to receive a paycheck while not putting themselves, their families, or our community further at risk.

Your student work study **will not be completing time sheets** at this time. Our Financial Aid Office staff is working with Payroll to submit time records so that work study supervisors don't have any additional burdens at this time.

Students will get direct communication regarding this as well, but as their supervisor, please communicate with any students if you can.

Thank you,

Kelsey Barbee

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