



Office of the Dean
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MEMORANDUM

TO: Chairs and Directors, College of Liberal Arts and Sciences

FROM: Joe Kieleszewski

SUBJECT: CLAS College Work-Study Policy

DATE: April 23, 2012

This is a reminder that all departments/programs/centers/institutes within CLAS are responsible for ensuring that your College Work-Study (CWS) students don't exceed their earning's limit during their applicable award period. Departments are expected to be reviewing these accounts closely to ensure that they do not go into a deficit. Any deficits incurred in a CWS account will be the responsibility of the department. I've also attached a spreadsheet for your convenience that was developed by Debbie McCreless in the Chemistry Department that may be of use to you to keep track of your CWS students.

In addition, we are noticing that some departments are hiring an unusual high number of CWS students compared to similar departments. As many of you are aware, the federal government has cut almost in half the funding for the CWS students this year which in turn means that there are fewer CWS students available. In order to ensure that there is an equitable distribution of these CWS students to all of the departments within CLAS, the Dean's Office will begin to monitor them more closely.

Therefore, effective with the Summer 2012 semester, all departments will be required to give a general description of the job duties for their CWS students that they intend to hire in the comment section of the electronic personnel action form (epaf). The comment section should also include a list of all other CWS students so that we have a complete roster of all of the CWS students employed in your unit.

Lastly, under no circumstances should these CWS students be hired to compensate for staffing shortages within your department due to employee attendance problems. Attendance problems should be addressed according to University Policy, not by adding more staff or CWS students. If you have an attendance problem(s) to address, please contact Carmen Albert in the Dean's Office.

Thank you for your cooperation and please call me if you have any further questions or concerns.