



## Kentucky Higher Education Assistance Authority Work Study Program

### EMPLOYER INFORMATION

The KHEAA Work-Study Program (KWSP) is a joint venture of the Kentucky Higher Education Assistance Authority (KHEAA), participating post-secondary education institutions, employers, and students. The purpose of the program is to provide job opportunities to eligible Kentucky student by offering employment opportunities in career-related positions.

Participating employers select students they wish to hire from among those eligible. They must pay KWSP student the prevailing market wage rate which cannot be less than the federal minimum wage. With funds provided by KHEAA institutions will reimburse employers \$2.00 for each hour worked by eligible students.

### EMPLOYER RESPONSIBILITIES

*Employer must:*

- Complete an Employer Agreement with each participating institution that their student employees attend.
- Provide to the institution a true and accurate Position Analysis for each KWSP job that is available.
- Provide eligible student with a career-related work experience as determined by the participating educational institution.
- Pay student the prevailing wage rate which cannot be less than the federal minimum wage.
- Have work sites in Kentucky for KWSP students.
- Comply with all federal and state civil rights laws.
- Select the students they wish to hire from those referred to them by the institutions.
- Explain to students their rights and responsibilities.
- Report to the institution, on an agreed-to schedule, the number of hours worked and wages paid to all eligible students.

*Employers must not:*

- Displace employed workers with KWSP students.
- Employ themselves.
- Utilize KWSP students in work which is sectarian in nature or which involves partisan or non-partisan political activity.

### EMPLOYER REIMBURSEMENT

An employer must submit to the institution, on an agreed-to schedule, proof that the wages were paid to KWSP students. The institution will, in turn, forward to the employer \$2.00 for each hour worked. Wage reimbursement will occur only after the student has been paid for a work period covered under the terms of the Employer Agreement.

If you are interested in participating, contact Ashley Miller, Director of Career Services, at 270-384-8065 or via email at [careerservices@lindsey.edu](mailto:careerservices@lindsey.edu)

**Every Student, Every Day!**