

STUDENT EMPLOYMENT AGREEMENT

I understand that this is a **WORK PROGRAM** and I am expected to perform assigned duties in a mature and responsible manner under the direction of my supervisor.

I understand that I will be terminated from my position if I do not perform my duties in a satisfactory manner, and that re-assignment to another job may not be possible.

I understand that I am expected to arrive at my job on time and that I must call my supervisor if being late is unavoidable. If I am unable to work a scheduled shift, I will give my supervisor at least one day's notice, except in the case of illness or emergency. In those cases I will give as much notice as possible. If applicable, and as instructed by my supervisor, I will make every attempt to secure a substitute.

I understand that I am eligible to earn a pre-determined amount for the year as established by the Financial Aid Office and I am responsible to not exceed that amount.

I understand that if I choose to work fewer hours, or accept a job that offers fewer hours, I may not earn the full amount of money allotted by the Financial Aid Office. The College is not responsible for making up any deficit.

I understand that I will be paid bi-weekly for the number of hours worked during the appropriate payroll period. Checks will be available at the Cashier's window **ONLY** if the proper forms have been completed and turned in to the Human Resources Office, i.e. W-4 (tax form) and Employment Eligibility Verification (I-9), and the Career Services Office, i.e. Student Employment Form.

I understand that I am encouraged to hold only **ONE** work-study job. In certain circumstances, students are allowed to hold two different work-study jobs. For instance, when they cannot get enough hours at one job and need an additional job to earn their entire grant. Permission to do this must be granted from the Director of Career Services.

I understand that earnings from the Work-Study Program (Federal Work-Study and Stephens Employment) are part of my financial aid package. I understand that financial aid packages are designed to provide students with funds needed to meet their college costs and so, that's where I'm encouraged to apply my earnings.

I have read and understand this Student Employment Agreement.

Student's Signature _____ Date _____