



Student Employment Agreement

Student's Name (Print): _____ Supervisor's Name (Print): _____

Student ID# (7-digit number): _____

Campus/Center/Work Location: _____ Department: _____

I understand that I will be earning a minimum of \$8.50 per hour.

My work schedule will be coordinated with the department supervisor around my class schedule and will not reflect hours that I am in class. I understand that I must adhere to my work schedule or submit a new one if changes are necessary. I also understand that if I submit fraudulent hours on my timesheet, I will be terminated from the student employment program. I understand that I cannot begin work until approved by the Office of Student Employment.

I understand that I must maintain the standards of academic progress (SAP) and must be enrolled in a minimum of 6 credit hours each semester I work and maintain a minimum GPA of 2.0. I also understand that to be eligible for student employment I must apply for financial aid by completing and submitting the Free Application for Federal Student Aid (FAFSA) each academic year. Student Assistants and Federal Work Study students must be in good academic standing according to the College's standards of academic progress. In addition, Federal Work Study students must be making satisfactory academic progress towards their degree as defined by the financial aid satisfactory academic progress policy.

I understand it is a privilege to work as a student employee and these temporary positions are based on the needs of the College. I agree to perform my duties in an acceptable manner, to work my approved work schedule, conduct myself in a manner appropriate for that of an employee of the College, and adhere to the expectations of the Student Code of Conduct. Non-compliance may result in dismissal from my current student employment position and/or the entire student employment program.

By signing this form, I verify that I have read and understand the work rules under the student employment program and agree to the job description, work schedule, time recording/reporting and payment arrangements. Further, by signing this form I acknowledge that I am required to read the student employee handbook located on the Human Resources website. I agree to become familiar with its contents as it contains information vital to the Student Worker Program including but not limited to: the interview process, payroll, student aid termination, confidentiality, human resources requirements and quality service tips.

Student Signature

Date

Supervisor Signature

Date