

STUDENT EMPLOYMENT CONTRACT
ACADEMIC YEAR 2007-2008

Student Name (Print) _____

Student Identification Number _____

RULES AND REGULATIONS

1. You should report to work at your designated time on the assigned days.
2. If a need arises which constitutes your absence or late arrival to work, you should notify the appropriate supervisor at least two hours before your designated work time.
3. All transactions within your area of work are confidential. You should not discuss nor otherwise reveal any information you receive in your department of employment.
4. Work schedules and job responsibilities are to be mutually arranged between you and your supervisor.
5. An accurate time sheet must be kept for all hours worked. These sheets must: *Show actual hours worked, including beginning and ending times.
*Include both the supervisor's and student's signatures.
*Be received in the business office in accordance with the scheduled pay period.
6. **You will be paid only for hours worked, as reflected on your time sheet(s). In total, therefore, you may earn less than your maximum amount awarded, if you work less hours than this amount represents.**
7. Total earnings **cannot** exceed twenty (20) hours per week/per student, during the fall and spring semesters. This includes total hours from all jobs held.

I certify that I have read, and will comply with, the above rules and regulations concerning work-study employment at Emory & Henry College.

Student Signature

Date

College Representative Signature

Date

For Human Resources Office Use Only:

Maximum amount authorized to earn this academic year: _____

Maximum hours per week authorized to work is: _____

	<u>Department Name</u>
1.	_____
2.	_____
3.	_____
4.	_____

	<u>Name of Supervisor</u>

