

# Student Employment Work Contract

Fall 2014 and Spring 2015

**Emory & Henry College Business Office**  
**Phone 276-944-6814 ♦ Fax 276-944-6941**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Maximum Earning per Academic Year: \_\_\_\_\_

Account Number: \_\_\_\_\_ Department: \_\_\_\_\_

**TO BE COMPLETED BY THE SUPERVISOR:** I agree to hire the above named student in this department in the position noted for the 2013-14 academic school year; pending continued funding and/or no institutional budget adjustments. I will provide the opportunity for the student to work the appropriate amount of hours to earn the above award and will monitor hours so that payment does not exceed the noted amount. I will electronically sign and submit the monthly student worker timesheets through Web Advisor by noon on the fourth (4<sup>th</sup>) **calendar** day of the month.

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY THE STUDENT:** I understand that I have the following responsibilities as a student employee at Emory & Henry College:

1. I must arrange a suitable work schedule with my supervisor and maintain that schedule. I am not allowed to work during a scheduled class or class function and I am responsible for coordinating my schedule with that of my supervisor well in advance of any conflict.
2. I must give my supervisor advanced notice (at least 2 hours) if I am unable to work. Unexcused absences may jeopardize my job.
3. **I will not exceed the awarded amount (inclusive of all jobs secured on-campus) during the academic semesters.** As a student employee, I am not eligible to work overtime or receive comp time. *I may work 5 to 6 hours per week, not to exceed 15 hours per week.*
4. Summer employment is not part of Federal Work-Study (or academic year), but is subject to available budget.
5. I am responsible for completing and adhering to a new student employment contract for **each position** secured on-campus.
6. Students are responsible for recording their hours worked through Web Advisor. They will electronically sign and submit the time card to their supervisor. The student has until noon on the third (3<sup>rd</sup>) **calendar** day from the end of the pay period to submit the time card to the supervisor. Timecards cannot be processed if the electronic signature box is not checked. Payment for work study will be direct deposited to your bank account or to a VISA Check Card on or before the 10<sup>th</sup> of the following month. **Late time entries cannot be accepted. There will be no advance payments for late time entries.**
7. Employment is not guaranteed by this contract. I acknowledge that I may lose my position for failure to adhere to college and/or department guidelines, withdrawal from classes, academic suspension, limitations of college funding, earning my maximum award, and/or budgetary cutbacks. Loss of a job for cause may prevent me from being hired elsewhere on campus during the academic year. Falsification of time records is cause for immediate termination from employment and will be reported to the honor council for possible reprimand up to and including suspension. Employment may also terminate when you have earned the maximum dollar amount of your work-study award or at the end of the academic year, whichever comes first.

## CONFIDENTIALITY STATEMENT

As a student employee of Emory and Henry College, you may have access to information that is confidential. All members of the Emory & Henry College Community have the right to expect that all other members, in whatever role they may function, will respect their privacy and never disclose information in an inappropriate manner. It is imperative that you maintain the confidentiality of the information.

BEFORE I MAY BEGIN WORKING, I UNDERSTAND THAT:

I am required to report directly to the Business Office on or before my first day of work to provide the required documentation, and complete my I-9 Form paperwork along with my federal and state tax forms, and my Student Employment Contract.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_