

## 2021-22 STUDENT EMPLOYMENT CONTRACT and STUDENT CLASS SCHEDULE AGREEMENT

This is a contract between Southwestern College, hereafter "College" and

(Type student name), Hereafter "Student"	Student ID Number

The College agrees to employ the student at a rate of \$7.25 per hour.

- **The College reserves the right to terminate this contract at any time** and complete the earned payments at the time of the next hourly payroll. The effective date of employment is determined by the signature and acceptance of the contracted student and employing department.
- The College agrees to pay the amounts earned during the fiscal year bi-weekly. Time shall be input to Paycom and approved by the student by the deadline set by the Payroll Administrator. They will be considered late if approved after that time and late timecards will be paid on the next student payroll date.
- The College shall not be responsible for any time put in prior to the effective date of the contract, in excess of the contract amount, or for time not reported in accordance with College requirements. The work week is established by Southwestern College and commences 12:01 a.m. Sunday and ends midnight the following Saturday. A new contract is needed each school year, summer, and for each department in which they are employed.
- All students must be registered to attend school in the fall or have completed their previous year in good standing, including graduating.
- Students are allowed to work **up to 20 hours per week all jobs combined**. The student is to be paid only for time actually worked, no sick, vacation or holiday time is accrued or implied.
- This contract shall be subject to all applicable federal, state, or local laws, ordinances, rules, and/or regulations as they relate to each of the Student Employment programs.
- **Students must read the back of this contract for the class schedule agreement and return, with the contract, their current class schedule.**
- In addition to a contract, students must complete I9, W-4, K-4, Direct Deposit and other pre-employment paperwork prior to beginning work.

**Student is eligible for:  Federal Work Study  Campus Work Study**  
(check only one)

Financial Aid letter Received by	<i>SP</i>	Date:	N/A
	Initials		Date
Department:		Position:	Student Assistant
	Dept. to bill for student work		Standard Position: Student Assistant
Supervisor		Date:	
	Signature		Date
Student		Date:	
	Signature		Date
Payroll Admin	<i>SP</i>	Date:	<i>08/16/2021</i>
	Signature		Date

**Attach your official class schedule and turn in to the payroll department.**

Student Class Schedule Agreement - NAME: \_\_\_\_\_

PRINT LEGIBLY

As a Federal Work Study or Campus Work Study employee, you will provide valuable assistance in one of our campus departments or off-campus community service locations. In return, you'll receive a fair wage, a convenient work location, a reasonably flexible work schedule and clerical or technical experience that will be beneficial in the real world beyond college.

We have a few basic expectations of our work study students and we feel it is important to clarify what these expectations are as you begin your student employment.

1. **Maintain confidentiality.** What you see or hear during work hours between students, faculty or staff should be left at the door when you leave work. This is extremely important. You may be required to sign a confidentiality agreement for your department.
2. **Be on time** and adhere to your scheduled work hours unless you have made other arrangements with your supervisor.
3. **No work can occur during scheduled class times.** This includes class early outs or cancellations.
4. **Notify your supervisor** if you have to miss work for any reason, such as illness. If unable to contact your supervisor in advance, please do so at your earliest possible convenience.
5. **If you have any problems,** concerns, or requests relative to your work study position, discuss these issues with your Supervisor first, or the Financial Aid Director as soon as possible.
6. **If you are subjected to any inappropriate behavior** during work hours, report such behavior as soon as possible to your Supervisor, the Dean of Students or Financial Aid Director.
7. **Wear appropriate attire** when working. Ask your supervisor what is considered appropriate for the department. Athletic apparel may be appropriate for the Athletic Department, but business casual may be better for an office setting.
8. It is your responsibility to punch in and out each day and **record the actual hours worked.** Follow the instructions from your Payroll Administrator regarding the use of Paycom.

**Your signature on the back of this form indicates that you understand all of the above expectations and agree to abide by them.**

- Print two copies of your official class schedule from Self-Service.
- Take one copy of your class schedule and give it to your supervisor then have them sign and date the Employment Contract.
- You sign and date the contract – attach a copy of your class schedule and put them both in the PAYROLL box in the business office.
- If your class schedule changes, get a copy of the updated schedule to *both payroll and your supervisor* immediately.

**Do not turn this contract in to the payroll office without your official class schedule attached.**

