

DELTA COLLEGE STUDENT EMPLOYMENT AGREEMENT

Student Name: _____ Student ID#: _____

Department/Agency: _____

Supervisor: _____

ELIGIBILITY REQUIREMENTS

- **All student employees:** You must be enrolled in at least 6 credit hours during each semester that you work. (*Requirements for Spring/Summer vary.) If you should drop below 6 credit hours at anytime during the semester, you will have to stop working.
- **Work-Study Student Employees:** You must have been awarded Work-Study for the semester(s) during which you work. Your Work-Study eligibility is determined by the Financial Aid office.

TIMESHEETS

- All students are responsible for the accuracy of their hours worked as recorded on their timesheet. Your name and student number must be entered at the top of each timesheet.
- You should review with your supervisor the process of recording your workhours and how your timesheet is to be submitted to payroll.
- Timesheets must be turned in by Thursday of the week prior to pay week. Refer to the payroll schedule.
 - On-Campus (Work-Study and Non-Work-Study Student Employees) - Your timesheet is to be submitted to the Payroll office by 9:00 am on the due date. (Discuss with your supervisor the process followed in that department.)
 - Off-Campus Work-Study Student Employees - Hand deliver or fax your timesheet to the Employment Services office by 3:30 pm on the due date.

If your timesheet is late, your paycheck will be delayed until the next payday. NO EXCEPTIONS.

PAYCHECKS

- You may pick up your paycheck at the Cashier's window between 8:00 am and 2:30 pm on Friday of pay week. * When you pick up your check, you will need to show a picture ID.
- You may elect to have your paycheck automatically deposited into your bank or credit union checking or savings account. (A form to activate automatic deposits is available in the Employment Services office.)

ABSENTEEISM

- If you are going to be absent from work, **for whatever reason**, you must contact your supervisor. Excessive absenteeism, being late or not calling in may be grounds for termination from your job.
- It is required that you put forth your best efforts in attendance and performance.

TERMINATION / LOSS OF JOB

- If you are not performing your job satisfactorily, your supervisor may schedule an evaluation with you. Your performance may then be monitored for a period of time (usually two weeks). At the end of this time period, a determination may be made on your continued employment.
- You can be terminated immediately for a serious offense such as stealing, violence or breach of confidentiality (see below).
- If you **drop below six (6) credit hours** during the semester, you will have to stop working as a student employee **immediately**.
- Unemployment benefits are not paid for student employment positions. You are **not** eligible to receive unemployment benefits if you lose your student employment job.

CONFIDENTIALITY

- As a student employee of Delta College, you may be employed in a position where you would have access to confidential information concerning students/staff and have access to your own records. You will under no circumstances divulge such information, including grades, schedules, financial aid, attendance, address/phone number, access your own records or make changes to any records **without permission from your supervisor**.
- You are expected to keep confidential all information regarding other students and employees that you may have access to. Failure to adhere to this rule will be grounds for immediate dismissal.

OTHER INFORMATION

- Work-Study is financial aid. The limit of earnings is based on your award and the hours available at your job assignment. Once you have reached your full award, you likely will not be able to work any additional hours (see your supervisor). **You will only be paid for the hours you work.**
- Any change in your enrollment status or financial aid can result in a reduction in hours you are able to work.
- You may be able to work during non-enrollment periods. You will need to check with your supervisor and the Employment Services office to see if you are eligible.

I CERTIFY THAT I HAVE READ, UNDERSTAND AND WILL ABIDE BY THE
STUDENT EMPLOYMENT AGREEMENT AS STATED ABOVE.

Signature

Date