



WORK ASSIGNMENT CONTRACT

Name: \_\_\_\_\_ Date: \_\_\_\_\_

A # \_\_\_\_\_ Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Rate of Pay: \$ \_\_\_\_\_ /per hour

Length of Employment		Assigned Earnings	
Semester	Hours per Week	Hours per Semester	Total Earnings
_____	_____	_____	_____
_____	_____	_____	_____
<b>Total:</b>		_____	_____

CONDITIONS OF EMPLOYMENT

1. Assignments are made for the entire academic year. Students are expected to remain at the place and job assigned above unless reassignment is granted by the financial aid office. A student expecting to terminate his/her employment should contact his/her supervisor and the financial aid office as much in advance as possible.
2. The student and supervisor are expected to arrange a schedule satisfactory to BOTH parties based upon the student's schedule, hours assigned, and needs of the supervisor.
3. After a schedule is established, the student is expected to report to work on time and remain for the agreed period. If the student must be absent, he/she is expected to notify his/her supervisor at least three days in advance. In case of an emergency, the supervisor should be notified as soon as possible. Excessive absences or tardiness will result in removal from the program.
4. Students are expected to perform their duties in a competent manner at all times. Unsatisfactory performance can be cause for removal from the program.
5. The student and supervisor are jointly responsible for seeing that time sheets are submitted to the financial aid office. **All timesheets submitted after the deadline will be paid on the next regular payroll date.**
6. The student and supervisor are jointly responsible for seeing that the number of hours (as shown above) is not exceeded. **Students working in excess of the number of assigned hours may not be paid for those hours.**
7. By affixing the signatures below, the student and the supervisor agree to the conditions of employment and supervision as outlined above.

_____ Signature of Student	_____ Date	_____ Signature of Supervisor	_____ Date
-------------------------------	---------------	----------------------------------	---------------