STUDENT EMPLOYMENT CONTRACT
OFF-CAMPUS WORK-STUDY

Work-study employees may work up to 28 hours per week (total hours for all contracts) while school is in session and up to 40 hours per week when school is not in session.

Students who have not worked for the University of Wisconsin-Superior previously must complete new-hire paperwork <u>before</u> they begin working. The paperwork is available in the Financial Aid Office.

EMPLOYMENT INFORMATION

(To be completed by the hiring organization)

Job Title: _____

Rate per Hour: $_____

Bloodbourne Pathogen Level (check one):

☐ level 3 (no risk) ☐ level 2A ☐ level 2AS ☐ level 1

Descriptions of the levels can be found under the online Supervisor's resources. Training is required for all levels other than 3.

Contract start date: _____

Contract end date: _____

EMPLOYER'S CERTIFICATION & AUTHORIZED TIMESHEET SIGNATURES: This is to certify that the above student has been hired by our organization and that work performed will be in compliance with Federal College Work-study regulations. (See Supervisor's Handbook)

_____ _____
Immediate Supervisor's Signature Date

_____ _____
Printed Name Phone

_____ _____
Secondary Supervisor's Signature (if any) Date

_____ _____
Printed Name Phone

FUNDING INFORMATION

(To be completed by University of Wisconsin-Superior)

Cost Center to be charged:

_____ _____ _____
FUND ORGANIZATION PROG

Cost Center Title: _____

Financial Aid Office Director's Approval:

_____ _____
Signature Date

STUDENT INFORMATION

Name (please print): _____

Student ID#: _____

Campus email: _____

Local Phone: _____

Have you worked on campus (for UWS) and been paid through payroll within during the last 12 months?

☐ Yes ☐ No

Students who have not been employed on campus before MUST complete new-hire paperwork BEFORE they begin working. The forms are available in the Financial Aid Office and online. A criminal background check (conducted by the Human Resources Office) is also required of all new employees and of anyone who has had a 12-month break in employment.

I understand that it is my responsibility to review the online Student Employment Handbook and abide by the regulations.

I understand this agreement prohibits disclosure of all confidential or sensitive data to which I may have access through my campus employment, and that I am strictly prohibited from sharing that information in any form whatsoever. This includes verbal communication as well as written or copied transfer of documents. Any disclosure will be cause for immediate dismissal from campus employment.

I understand that I must maintain at least half-time status to remain eligible for work-study and that I must notify my supervisor of any changes to my award.

_____ _____
Student's Signature Date

For Office Use Only:

Enr. F____ Sp____ Sm____ F____

Empl ID: 00_____

Rec #: _____

☐ Budget Funding
☐ T&L Security
☐ WS loaded
☐ WS type changed (off-campus or America Reads)
☐ Indicator on

CBC: _____

☐ Y New Hire
☐ Y > 12 break
☐ Y Position of trust
☐ N Continuous empl.
☐ N <12 mo. break
☐ N Performance-based

Processed by: _____ Date: _____ Supv. notified: _____

SUPERVISORS: PLEASE KEEP A PHOTOCOPY OF THE COMPLETED CONTRACT FOR YOUR RECORDS. NO STUDENT MAY BEGIN WORKING UNTIL THE SUPERVISOR HAS RECEIVED NOTIFICATION FROM THE PAYROLL OFFICE THAT THE CONTRACT HAS BEEN PROCESSED.

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