

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 before 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: \$ _____

Bloodborne 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: _____

Amount of Your Work-study Award:

Fall: \$ _____ Spring: \$ _____ Summer: \$ _____

Have you worked for UWS before (either work-study or student assist)?

Yes

No, I'm new to student employment

Students who are new to student employment **MUST** complete new-hire paperwork with the Financial Aid Office **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.

I understand that this offer is conditional upon satisfactory performance of the job.

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.

Student's Signature

Date

FOR OFFICE USE ONLY

Job-Appointment #: _____

Person ID: _____ Date: _____