

UNIVERSITY OF MARY WASHINGTON
STUDENT AIDE'S WORK AGREEMENT 2012-2013

Listed below are the terms of employment required for the position of student aide. Please initial each statement and sign this form. **This form must be on file with the Office of Financial Aid before work may begin.**

_____ I will complete all the paperwork for Student Employment prior to the first day of work and will be prepared to serve in the position from the start date as determined by my supervisor until the last day of the academic year, unless advised differently.

_____ I am aware that Student Employment is a position subject to all applicable work regulations; including work verification by prospective employers.

_____ I will notify the Office of Financial Aid immediately if unable to accept the employment assignment.

_____ I will be prompt and work the schedule agreed upon by the supervisor and myself.

_____ I will perform assigned duties of official university business only and not engage in personal activities for myself or UMW employees while on the job.

_____ I understand my supervisor will make every effort to provide the opportunity for me to work all the hours that are assigned. Student Employment on the financial aid award letter is an estimate and is not guaranteed income.

_____ I will contact the supervisor if unable to work an assigned time due to illness or other acceptable reason and if required by the supervisor, arrange with another aide for work coverage.

_____ I will complete a weekly time report to show the time and hours worked each day. At the end of the pay period, I will complete and sign my timesheet in **INK**, recording only the number of hours worked to the nearest ¼ hour. This timesheet and weekly time report will be given to my supervisor on the due date according to the Student Employee Payroll Schedule. I will log in at the beginning and log out at the end of each shift worked.

Timesheets must be submitted by the Supervisor or a designated staff representative in a sealed envelope. Timesheets will not be accepted from a student unless prior arrangements have been made. Refer to the Payroll Schedule for dates and times.

Timesheets not received by the Office of Financial Aid on the specified date will be considered late and will not be processed until the following pay period.

_____ **I am aware that I am not allowed to exceed the assigned number of hours per semester and that I must be enrolled at least half-time (6 credit hours) in a degree program.**

_____ I will discuss any just grievance concerning a campus employment experience with the Office of Financial Aid.

_____ **I will notify my supervisor of intent to terminate my employment at least two weeks in advance and will complete, with my supervisor, the termination checklist prior to receiving my final timesheet and paycheck.**

_____ I will notify the Payroll office of any change to my permanent home address as recorded on my W4/ VA 4 forms and any changes to my Direct Deposit authorization.

_____ **DISMISSAL:** A student is subject to dismissal from campus employment if the student
a. Exhibits improper behavior or insufficient skills for the job assignment
b. Does not report to work as scheduled without first contacting the supervisor or without a legitimate reason. Two such incidents will result in a warning, while a third incident will result in immediate dismissal from the employment position. Students who are dismissed or voluntarily terminated **will not be considered for another position on campus until the following semester.** Priority is given to those applicants on the waiting list should a position become available during the semester.

I have read and agree to the terms as stated above.

Student's Signature

Date

Printed Name

