

**STUDENT WORK-STUDY JOB AGREEMENT**

***I understand that my responsibility as a student worker is to:***

1. Report to work promptly as assigned; sign in and out everyday;
2. Act with discretion in handling all materials relating to the job area;
3. Produce quantity and quality work representative of the time spent;
4. Notify supervisor when leaving during work period and at the end of work period;
5. Be dependable in all assigned tasks report to work appropriately dressed;
6. Be free from the use of alcohol beverages and harmful drugs;
7. Maintain satisfactory academic progress;
8. Exhibit a friendly, cooperative and positive attitude at all times;
9. Must submit monthly time cards of work performed by due dates;
10. I understand that each office area may have additional requirements that will be made known to me by the office supervisor upon my employment.

I understand that failure to comply with the above expectations will be reason for suspension from Work-Study. I further understand that suspension may result in:

- (a) Denial of transferring to another job (pending the reason for suspension). The adjusted amount of work-study grant not earned must be paid in cash; and
- (b) Transfer to another job by the college work-study coordinator if vacancies exist upon approval of the new job supervisor or terminated.

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contact Number** \_\_\_\_\_

**Classification** \_\_\_\_\_ **Major** \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Work Study Coordinator