|  |  |
| --- | --- |
| C:\Users\karen.gomez\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\17G03460\IAIA Logo.JPG | * State Work-Study (Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) * Federal Work-Study (Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_) * Institutional Work-Study   Only one box above may be checked PRIOR to hire  FAO Staff Initial and Date:  Student GPA and Hours Enrolled:  Only valid with FAO Staff Signature/Date  If this box is not complete, HR will not process hire |

See Financial Aid Director First

**Student Employment Agreement**

**(For all Work-Study Programs)**

**Section I (Completed by student, please print clearly):**

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# What is the Job title you are HIRED for and Department? (located on Job Description)

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Job Title Department

Previously employed at IAIA as a work-study student? □ Yes □ No

**Section II (Completed by Supervisor):**

**□ Check this box if student is a rehire for same position (from Fall to Spring semester ONLY).**

Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract Period: \_\_\_\_-\_\_\_\_-\_\_\_\_ to \_\_\_-\_\_\_\_-\_\_\_\_ Hours per week (max is 20 hours): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*"Student employees are restricted to working no more than twenty hours per week when classes are in session.* ***Student employees are not allowed to work overtime hours." Student must remain in their allotted award amount.***

**Section III (Contract Provisions):**

All Work-Study positions pay $8.00 per hour.

Student may only have one IAIA work-study position at one time.

The student employee shall be on duty as needed and determined by the student course schedules and working hours, including office hours, classroom hours and other time requirement as so defined by the supervisor and/or Dean/Director of the employee.

The student employee is a representative of IAIA and shall be advised and oriented by the immediate supervisor and/or Dean/Director to determine work schedules; classroom responsibilities; to the personnel policies and procedures; chain-of-command; professional ethics, conduct and responsibilities; and other duties and activities as required, described in the **IAIA Work-Study Policies and Procedures Manual**.

The student employee is responsible for working closely with the supervisor, Dean/Directors and other staff in promoting and maintaining an atmosphere of academic, personal, and social growth in their classroom, work station and/or area of responsibility.

The student employee is a mandatory reporter to report misconduct to the Title IX Coordinator. Student employee has the duty to:

* Promptly report harassment or other types of misconduct to the Title IX Coordinator
* Inform reporting parties of their right to file a Title IX complaint with the school, and report a crime to campus or local law enforcement
* Mandatory Reporters must share all relevant details, including names, with the Title IX Coordinator.
* Mandatory reporters should protect the privacy of the parties involved.
* They should not interfere with the investigation, and there is no need to ask any additional questions or attempt to gather information.

The student employee will perform those additional duties and responsibilities as may be designated by the immediate supervisor and/or Dean/Director.

Shall not abuse confidentially matters entrusted by staff, faculty or students.

Students can be terminated for: poor performance, insubordination, absence without notice, or receiving all work-study allocation.

**Section IV (Signature Approvals):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Financial Aid Director Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Date

(By signing this application, all Parties understand and agree to the Provisions of employment).

**ALL SIGNATURES REQUIRED PRIOR TO HR**

**TAKE THIS FORM TO HUMAN RESOURCES IN THE LLOYD KIVA NEW WELCOME CENTER**

*For HR Only*:

Human Resources Representative’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

(HR acknowledges that the work-study student’s paperwork is complete)