

Conditions of Employment for Work-Study Employees

*Supervisor
initials* *Student
initials*

- | | | |
|-------|-------|---|
| _____ | _____ | Student employees may not start work prior to the start date indicated by the Financial Aid Department. |
| _____ | _____ | Student employees may not work more than their approved hours during instruction time. The maximum number of hours a student can work <u>per week</u> is 20 hours . Students may work up to 40 hours per week during the break but this will require approval from both supervisor and the Financial Aid Department. |
| _____ | _____ | Student employees must not exceed their work-study (WS) allocation per term as noted on their award letter. While students are eligible to work up to 20 hours per week during instruction time, it is the student's responsibility to ensure they do not earn over their WS allocation. Once a student has earned their WS allocation for the term, the student must stop working. |
| _____ | _____ | Scheduled work hours must not conflict with the student's class hours. |
| _____ | _____ | Student employees should not be paid for completing homework assignments while working. |
| _____ | _____ | A student's hours may be subject to reduction or termination in accordance with available funding and student eligibility. |
| _____ | _____ | Student employees must maintain Satisfactory Academic Progress to continue working under the Work-study program. Failure to meet SAP will result in termination. |
| _____ | _____ | Student employees and supervisors are responsible for proper reporting of time. |
| _____ | _____ | Student employees and supervisors are responsible for complying with payroll procedures and established deadlines. |
| _____ | _____ | Student employees working four (4) continuous hours are allowed a paid 15-minute break not shown on the timesheet. Students working over five (5) continuous hours must take a 30-minute unpaid break on the timesheet. |
| _____ | _____ | Timesheets should be approved in Trinet by the supervisor. |
| _____ | _____ | Supervisors cannot approve time for anticipated hours. |
| _____ | _____ | Work-study does not pay for sick time, overtime, or holidays. |
| _____ | _____ | Student employees are not eligible for unemployment compensation, vacation/holiday |

pay, medical/dental insurance, or retirement benefits or pay for days the college is closed.

____ Supervisors will define job duties and performance expectations.

____ Supervisors will stress confidentiality must be maintained as an employee of SCU.

____ Supervisors will provide frequent feedback.

____ Supervisors will provide an educationally enriching work environment.

____ The student's employment may not impair existing service contracts, displace employees; fill jobs that are vacant because regular employees are on strike; involve the construction, operation or maintenance of any part of a facility used for religious worship or sectarian instruction; involve any partisan/nonpartisan political activity associated with a faction in an election for public or party office; involve lobbying on the Federal level; or involve non-institutional profit making activities.

Southern California University of Health and Sciences provides equal opportunity in education and employment and does not discriminate based on race, color, religion, national origin, age, marital status, gender, sexual orientation, or disability.

Student Name: _____

Student Signature: _____ Date: _____

Supervisor Name: _____

Supervisor Signature: _____ Date: _____