Castleton University

Castleton University
Student Employment Form
Academic Year 2018-2019
August 27, 2018 - May 10, 2019

Off-Campus Federal Work Study Form

Step 1: To be completed by the department supervisor

Please print and fill-in all blanks.

This is an addemdum to the Federal Work-Study agreement between Castleton University and _____

Important: To avoid penalty, students **ARE NOT ELIGIBLE TO BEGIN WORK UNTIL**:

1) All required paperwork (including 2018 W-4 and I-9) is submitted to the Financial Aid Office;
2) the employment form has been approved by the Financial Aid Office and,
3) approval notice sent via email to student and supervisor(s).

Supervisors should check with the student you plan to hire and find out if the student has more than one federal work-study job as the maximum amount a student may earn is for all jobs.

Student Name: _____ ID#: _____ Campus Box#: _____

Job Title: _____ Classification I II III IV V

Dept. Name: _____ Number of Years in this position: _____ Start Date: _____

(Start date must be after the signing date of the I-9 form and receipt of email approving employment.)

Dept: Acct. #: _____ Pay Rate: _____

Please indicate each semester the student will be working and the amount of earnings allotted in your department.

Fall 2018 _____ Max Earnings: _____ Spring 2019 _____ Max Earnings: _____

Check one: Federal Work Study Program_____ Institutional Funds _____

*Financial Aid Use *(FWS) Fin Aid App:_____ *(IWS) Fin Aid App: _____

Supervisor Signature:_____ **Name (Print):**_____ **Date:** _____

Step 2: To be completed by the outside organization.

The above-named student has been hired to fill the following position:

Position Title: _____

Job Description:

_____

_____

_____

Name of Organization: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Direct Supervisor Name: _____ Title: _____

TERMS & CONDITIONS OF EMPLOYMENT

1. To avoid penalty, students ARE NOT ELIGIBLE to begin work until: 1) all required paperwork (including 2018 W-4 and I-9) is submitted to the Financial Aid Office; 2) the employment form has been approved by the Financial Aid Office, and 3) approval notice sent via email to student and supervisor(s).
2. Student will be paid on an hours-worked basis. Mealtime and travel time may not be counted as hours worked. Earnings are subject to federal and state taxes. Student is authorized to work only up to the dollar eligibility indicated on this authorization. Once the specific allotment is earned, employment may be terminated. If the student wishes to continue working, contact the

Financial Aid Office for more information. Earnings allotment is not guarenteed and will not extend beyone the period of employ ment listed above.

3. Student must maintain at least half-time enrollment status and maintain satisfactory academic progress as defined in the Castleton University Catalog/Handbook in order to participate in Castleton University's Federal Work-Study program. Employ ment will be terminated for students not meeting the enrollment and/or satisfactory academic progress requirements. Student work schedule must not interfere with the student class schedule.
4. While participating in Castleton University's student employment program, student is expected to confuct self in a professional manner (e.g., regular, punctual attendance, cooperative attitude, respect, confidentiality, etc.) consisten with any employment situation. A breach of confidentiality is just cause of immediate dismissal from position. Employment may be teminated imme diately if student misrepresents time entry, the hiring department, or the University. If, in the judgement of the hiring supervisor, student is not adequately performing job, student's employment may be terminated.
5. The Financial Aid Office reserves the right to adjust the allotment, if necessary, to compensate for changes in student eligbility and/or funding. All student employment questions or issues should be referred to the FInancial Aid Office. Time verification information must be submitted to the supervisor according to the payroll schedule.
6. I have read, understand, and accept the terms and conditions of employment as stated above.
7. Castleton University has the right to change student funding between Federal Work-Study and Institutional.
8. All employees of Castleton University are eligible to contribute from their pay to a 403(b) retirement account. Please see the payroll office if you wish to participate.

Step 3: Student Signature

I agree to work in this position under the terms of employment as set forth and under the terms and conditions set forth by Castleton University Student Employment.

Student Signature: _____ **Date:**_____

Step 4: Financial Aid Office Authorization

The above named student is eligible to work under the Federal Work-Study program and has submitted all necessary forms and documents to begin employment.

Financial Aid Approval: _____ **Date:**_____

Revised 6/6/18 nlv

On File: I-9 _____ W-4 _____ .