Castleton University

STEP 1: TO BE COMPLETED BY THE DEPARTMENT SUPERVISOR
PLEASE PRINT AND FILL IN ALL BLANKS

IMPORTANT: To avoid penalty, students <u>ARE NOT ELIGIBLE TO BEGIN WORK UNTIL</u>:

    1) all required Onboarding tasks are complete in UKG;

    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 to find out if the student has more than one <u>federal work-study</u> job as the maximum amount a student may earn is for all jobs.

Student Name: _____ **ID#**_____ **CU EMAIL**: _____

Position:_____ **Classification**   I II III IV V

Department:_____ **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.

GL #:_____ **Pay Rate**:_____

Please indicate each semester the student will be working and the amount of earnings allotted in your department.	Fall 22 _____ **Max Earnings**: _____	Spring 23 _____ **Max Earnings**: _____
Check one:	Federal Work Study Program _____	Institutional Funds _____
*Financial Aid Use	*(FWS) Fin Aid Approval:_____	*(IWS) Fin Aid Approval:_____

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

STEP 2: TO BE COMPLETED BY THE STUDENT – STUDENT PLEASE READ
TERMS AND CONDITIONS OF EMPLOYMENT

1. To avoid penalty, students <u>ARE NOT ELIGIBLE</u> to begin work until: 1) all required Onboarding tasks are complete in UKG 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 specified 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 guaranteed and will not extend beyond the period of employment listed above.
3. Student must maintain at least half-time enrollment status and maintain satisfactory academic progress as defined in the Castleton University Catalogue/Handbook in order to participate in Castleton University's Federal Work-Study employment program. Employment 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 conduct self in a professional manner (e.g., regular, punctual attendance, cooperative attitude, respect, confidentiality, etc.) consistent with any employment situation. A breach of confidentiality is just cause for immediate dismissal from position. Employment may be terminated immediately if student misrepresents time entry, the hiring department or the University. If, in the judgment 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 eligibility 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.

Student Signature: _____ **Date:** _____

STEP 3: TO BE COMPLETED BY THE FINANCIAL AID OFFICE

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