**Sample Financial Aid Work-Study Agreement**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Federal Work-Study employees are required to do basic office and clerical tasks as a part of this job. Tasks include the following:

* Scanning and indexing of paperwork
* Shredding paperwork
* Stuffing envelopes for student mailings
* Special projects
* Outreach and events

There are some rules for Federal Work-Study employees. The guidelines are as follows:

* Students cannot work more than 28 hours per week unless notified by Student Financial Services of weeks where exceptions are permitted.
* Use the computers on the second or third floor to clock in and out. Do not use laptops, cell phones or the time clock.
* If you work six hours or more on any given day, you must clock out for a required lunch break of at least thirty minutes.
* If you are scheduled to work but unable to come in, you must notify your supervisor prior to your shift. You can notify by phone or email.
* If you are taking multiple days off for vacation, you must notify your supervisor a week in advance.
* You are welcome to take a quick break or leave to get food or drinks to bring back to the office. However, if you leave the office for an extended period of time – more than 15 minutes – then you are required to clock out for that shift.
* You are welcome to listen to music – with headphones or ear buds – while working in the office. However, you cannot watch videos, log into social media, etc. while working at a computer. Computers are for work purposes only.
* Sleeping on the clock is not allowed. It is grounds for immediate termination.
* A copy of the Office Dress Code is attached for your review.
* Please do not bring friends into your work area.
* All documentation and information is confidential. Anything you hear in the office is also considered confidential. Violation of student confidentiality is a violation of the Family Educational Rights and Privacy Act (FERPA) and can result in prosecution under criminal codes.

I have read the guidelines listed above for being employed as a Federal Work-Study in Student Financial Services. I understand that violation of these regulations could result in a verbal warning, a written warning, and/or release from the Federal Work-Study Program.

Signature: Date: