

**UNIVERSITY OF MARY WASHINGTON
STUDENT AIDE'S WORK AGREEMENT 2015-2016**

Listed below are the terms of employment required for the position of student aide. Please initial each statement and sign this form. Your initials indicate that you have read, understand, and agree with the terms of employment. **This form must be on file with the Office of Financial Aid before work may begin.**

Initials I am aware that Student Employment is a position subject to all applicable work regulations, including employment verification by prospective employers.

Initials I will notify the Office of Financial Aid immediately if I am unable to accept the employment assignment.

Initials I will be prompt and work the schedule agreed upon by the supervisor and myself.

Initials I will perform assigned duties of official university business only and not engage in personal activities, including homework assignments, for myself or UMW employees while on the job.

Initials I will contact the supervisor if unable to work an assigned time due to illness or other acceptable reason and if required by the supervisor, arrange with another aide for work coverage.

Initials I will accurately clock my hours in the electronic timekeeping system, MyTime. I will approve my timecard at the end of my last shift each pay period, and my supervisor will subsequently approve of my recorded times by noon on the Monday timecards are due. I will notify my supervisor immediately if any adjustments need to be made to my timecard.

Initials **I am aware that my total number of hours as a student employee, regardless of the number of positions held, cannot exceed 1500 hours within a given calendar year.**

Initials I will discuss any just grievance concerning a campus employment experience with the Office of Financial Aid.

Initials **I will notify my supervisor of intent to terminate my employment at least two weeks in advance and will complete, with my supervisor, the termination checklist prior to receiving my final paycheck.**

Initials I will notify both the Office of Registrar and the Payroll office of any change to my permanent home address as recorded on my Forms W-4 and VA-4 or to my Direct Deposit authorization.

Initials **DISMISSAL:** A student is subject to dismissal from campus employment if the student
a. Exhibits improper behavior or insufficient skills for the job assignment
b. Does not report to work as scheduled. At the discretion of the supervisor, two such incidents will result in a warning, while a third incident will result in immediate dismissal from the employment position. Students who are dismissed or voluntarily terminated **will not be considered for another position on campus until the following semester.** Priority is given to those applicants on the waiting list should a position become available during the semester.

By signing below, I accept the position offered and will complete all the paperwork for Student Employment prior to the first day of work. I will be prepared to serve in the position from the start date as determined by my supervisor until the last day of the academic year, unless advised differently.

Student's Signature

Date

Printed Name