Elizabethtown College

\_\_\_\_\_Community Service Federal Work Study Student Agreement

As an Elizabethtown College student participating in the community on community service projects, I agree to the following:

1. I will ask my agency/school supervisor for my job duties. I will carry out those duties to the best of my ability.
2. I will provide my own transportation to the site. I will arrive on time.
3. I will notify my agency supervisor, school secretary, or teacher in a timely manner if I need to be absent. I understand that frequent absences and failure to notify supervisors/teachers may cause me to be removed from the position.
4. I will give a two-week notice to the agency supervisor and to the Program Coordinator, Nicarry Room 238, if I need to give up this job.
5. I will ask my supervisor for a copy of the dress code. I will be responsible for dressing appropriately for my assignment. Always wear closed toe shoes.
6. I understand that I am an ambassador of Elizabethtown College and will represent the College in a professional manner.
7. I will provide copies of clearances as needed. (Criminal Record Check, Child Abuse Clearance, etc.)

FEDERAL WORK STUDY STUDENTS ONLY

I understand that I will be paid $7.25 an hour for Federal Work Study Community Service if:

1. I will have my agency supervisor/teacher sign my time sheet weekly and I will submit the time sheet to the Center for Community and Civic Engagement lockbox, Nicarry Hall, outside of room 238, by **5 p.m.** each Thursday. *This is a requirement of Federal Work Study.* **AND** I will enter my hours into J-Clock by **5 p.m**. of each week. *This is school payroll policy.* If I work Friday or Saturday I will have my hours in by Saturday 5pm. **I understand that if I do not submit BOTH my signed time sheet in the lockbox and my work hours on J-Clock on a weekly basis I will not be paid for that week and I could possibility lose my position for the year. I understand that those hours will be considered volunteer hours.**
2. I will attend a mandatory orientation session prior to working and if this is the first time I am doing community service work-study I will attend a mandatory JClock orientation. I will complete employment forms with the Student Employment /Payroll Office and be responsible for keeping track of my own allocated hours throughout the year.
3. I understand when the financial aid funds allocated by the Financial Aid Department to the Center for Community & Civic Engagement for community service work-study are depleted community service work-study will end.  I will not be paid for more than the maximum number of hours allotted to me. Adjustments may be necessary second semester.

**Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please Print Clearly**

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

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Box \_\_\_­\_\_\_\_­­ Circle Class: Fr So Jr Sr Gr

Agency/School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Elizabethtown College\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stop Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatureof Campus Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Make a copy for your records.**

**Return to Sharon Sherick, The Center for Community and Civic Engagement, 238 Nicarry Hall**

**25-Sep-12**