

Federal Community Service Work Study Student Agreement

As an Elizabethtown College student participating in Community Service Work Study, I agree to the following:

1. I will ask my agency supervisor for my job duties, and will carry out those duties to the best of my ability.
2. I will ask my supervisor for a copy of the dress code and will be responsible for dressing appropriately for my position.
3. I will provide my own transportation to and from the community partner site and will arrive on time.
4. I will notify my community partner supervisor in a timely manner if I need to be absent. I understand that frequent absences or failure to notify my community partner supervisor may cause my removal from the position and CSWS.
5. I will give a two-week notice to the community partner supervisor and the CCCE Program Coordinator if I need to change my work status.
6. I will provide copies of clearances as needed. (Criminal Record Check, Child Abuse Clearance, FBI.)
7. I understand that I am an ambassador of Elizabethtown College and will represent the College in a professional manner.
8. I understand that I am an ambassador of the community partner and will represent the community partner in a professional manner.

I understand that my starting pay will be $7.50 for Federal Community Service Work Study.

1. I will have my community partner supervisor sign my time sheet weekly and I will submit the time sheet to the Center for Community and Civic Engagement lockbox, 1st floor Nicarry Hall near vending machines, 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**. **Thursday** 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 may not be paid for that week and I could possibly 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.

11 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.

1. I may be eligible to receive an increased hourly pay rate based on years of experience with Community Service Work Study.

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

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

**Make a copy for your records.**

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

**(OVER)**



**Request for Community Service Federal Work Study Assignment**

**Please print clearly:**

Date:\_\_\_\_\_\_\_\_ Student ID # \_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Box\_\_\_\_\_\_\_\_\_

Phone\_\_­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: F So Jr Sr Gr

Do you have transportation? \_\_\_\_\_ Would you be willing to drive others? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency partner(s) of choice:

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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For Office use only:

Work Study: Yes\_\_\_\_ No \_\_

Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entered \_\_\_\_\_\_\_\_­­­­­­­­\_\_\_\_\_\_\_\_\_

Position Fall (interest): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Fall confirmed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Spring (interest): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Spring confirmed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

31-Aug-16