**STUDENT EMPLOYMENT CONTRACT – Maintenance Department ----- CONTRACT A – 2023-2024**

Please return to the Human Resources Office in lower level of Zwemer Hall

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­ Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Initials**

**I agree to have no more than 2 contracted jobs on campus (no more than 10 hours/week).**

**I have notified my supervisor(s) of my other job on campus.**

**PLEASE NOTE THE FOLLOWING PROVISIONS:**

1. I have completed I-9 and W-4 forms that are required in order to work on campus. I understand I may not work on campus until these forms are completed and turned in to the Human Resources Office.
2. I understand I am required to log my hours accurately. I understand it is my responsibility to have all of my hours logged by the end of the month and that finalizing my hours signifies that I have reviewed and approve my hours. I understand payroll will be directly deposited into my checking or saving’s account on or around the 10th of the month.
3. I agree to and am aware of the type of work involved in working for the maintenance department. I agree to abide by the guidelines and training required to perform this work safely and efficiently.
4. I understand I am accountable to my supervisor for my performance and dependability. I understand, as my employer, my supervisor has the right to dismiss me any time I do not work up to the expectations. I understand that in the event I decide to end my employment, I should give my supervisor at least a 1 week notice before quitting.
5. I understand that as a student employee, I am a student first. I understand that if I have two contracted jobs on campus, I must maintain a GPA of 2.0 or above in order to continue working both jobs. If my GPA drops below 2.0, I understand I may have to terminate one of my job contracts.
6. It is my responsibility to work out a schedule of working hours with my supervisor. It is my responsibility to communicate potential conflicts with a work schedule to my supervisor. **I understand that I am not permitted to work during my scheduled class times, even if the class is cancelled.**
7. If issued a key, I agree to keep it secure. I will not loan it to others or duplicate it. Also, I agree to return it at the end of the contract.
8. By signing this contract, I agree to keep student records and administrative data confidential pursuant to the Family Educational Rights and Privacy Act of 1974 and other federal and state statutes. Additional information is available on the Registrar’s page at <https://my.nwciowa.edu/ICS/Academic/FERPA_Information.jnz>.

**I understand and agree to the provisions stated above and accept this job contract.**

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Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date

**NOTE TO STUDENT EMPLOYEE:** THIS CONTRACT SHOULD BE REVIEWED WITH YOUR SUPERVISOR AND SIGNED PRIOR TO YOU BEGINNING WORK. This contract needs to be turned in to the Human Resources Office *prior to you starting your job*. WITHOUT A SIGNED CONTRACT, THIS EMPLOYMENT ASSIGNMENT WILL NOT BE HELD FOR YOU.

(SUPERVISORS—please make a copy for your records and send completed forms to the Human Resources Office).

**FOR SUPERVISOR USE ONLY: Please complete the following regarding SCHEDULE, HOURS & PAY:**

**Check That FORMS Are Completed:** This student will be working:

**All forms *must be completed*** \_\_\_\_\_ Full Academic Year

**before a student starts working.** \_\_\_\_\_ 1st Semester Only

\_\_\_\_\_\_\_ W-4 Federal Form Completed \_\_\_\_\_ 2nd Semester Only

\_\_\_\_\_\_\_ W-4 State Form Completed

\_\_\_\_\_\_\_ I-9 Form Completed This student will be working approximately \_\_\_\_\_\_\_ hours per week.

\_\_\_\_\_\_\_ Direct Deposit Form Completed Pay Rate is $10.50/hour for all general maintenance positions. If different (and approved by HR) please note the different pay rate here:

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