

STUDENT EMPLOYMENT CONTRACT SUMMER 2024

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

Student: _____ Job/Department: _____

ID Number: _____ Supervisor: _____

Student Initials

I plan to enroll at or return to Northwestern as a part-time or full-time student this fall. (Suspended students are not eligible).

PLEASE NOTE THE FOLLOWING PROVISIONS:

1. I have completed I-9, direct deposit 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. I understand that my payroll cannot be processed until all of these forms are complete.
2. I understand I am required to log my hours on the WorkStudy tab found on the MyNWC portal system. I will accurately report my time on my timesheet. I understand it is my responsibility to have all of my hours logged by the end of the month so my pay can be correctly processed. I understand payroll will be direct deposited into my checking or saving's account on the 10th of the month.
3. I am aware of, and agree, to the type of work involved with this job. I will 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. 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.**
6. 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.
7. 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.inz.

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

Student Signature

Date

Supervisor Signature

Date

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

NOTE TO STUDENT EMPLOYEE: If you work on campus this summer **AND** live on campus this summer, your rent will be automatically withdrawn from your bank account on or around the 10th of the month (the same date that you are paid from the college). As a reminder, rent is \$40/week. By signing this contract, you are also signing an understanding and an agreement to have your rent automatically withdrawn each month by the Business Office.

FOR SUPERVISOR USE ONLY:

Check that **FORMS** are completed:

Forms **MUST** be completed before

your student can start working.

_____ W-4's Completed

_____ I-9 Completed

_____ Direct Deposit Completed

Please complete the following regarding **HOURS, SCHEDULE & PAY:**

_____ Hours per week expected to work

_____ # of weeks expected to work (all summer = 15 weeks)

Pay Rate is _____ per hour.