STUDENT EMPLOYMENT CONTRACT SUMMER 2019

Career Development Center

Student: _____ **Job/Department:** _____

ID Number:_____ **Supervisor**: _____

Student Initials

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

PLEASE NOTE THE FOLLOWING PROVISIONS:

1. You are not allowed to work unless you have completed the required W-4 and I-9 employment forms. No payment will be made by the Business Office unless these forms are on file.

2. The Business Office requires students to electronically log their hours worked. This is done through the WorkStudy tab found on the MyNWC portal system. Supervisors will give timesheet data to the Business Office and paychecks will be direct deposited monthly.

3. You will be accountable to your work supervisor for your performance of duty, dependability, etc. and, as your employer, your supervisor has the right to dismiss you any time you do not work up to the expectations.

4. It is your responsibility to work out a schedule of working hours with your supervisor.

5. If issued a key, you agree to keep it secure. You will not loan it to others or duplicated it. Also, you agree to return it at the end of the contract.

6. By signing this contract, you 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 contract.

_____

Student Signature Date

_____

Supervisor Signature Date

NOTE: THIS CONTRACT SHOULD BE SIGNED AND RETURNED TO YOUR SUPERVISOR DURING YOUR FIRST WEEK OF WORK. IF THIS CONTRACT IS NOT RETURNED, THIS EMPLOYMENT ASSIGNMENT WILL NOT BE HELD FOR YOU. (Supervisors—send completed forms to Career Dev Center)

For supervisor use only—must be completed before sending to CDC
Go to *J:drive/campus employment/pre-employment forms/employment forms*
to check the following work requirements.

☐ W-4 completed (Financial Aid office)
☐ I-9 completed (Financial Aid office)
☐ Direct Deposit completed (Business office)

_____Hrs./week expected to work

Check one.

☐ All of the summer
☐ Part of the summer
_____ # of weeks

Supervisors, please make a copy of completed contract for your records.