STUDENT EMPLOYMENT CONTRACT 2018-2019

Career Development Center Orange City, IA 51041

Student:	_ Job/Departmen	nt:
ID Number:	Supervisor:	
Student Initials I agree to have no other contract camp (For a list of allowable non-contract positions se		
PLEASE NOTE THE FOLLOWING PROVISION 1. You are not allowed to work unless you have compayment will be made by the Business Office unless	mpleted the required W	
2. The Business Office requires students to electron WorkStudy tab found on the MyNWC portal system on the 1 st working day of each month. Payments will direct deposited on the 10 th of the month.	. Supervisors will give	timesheet data to the Business Office
3. You will be accountable to your work supervisor your employer, your supervisor has the right to dism the event you decide to end your employment you shall be accountable to your employment you shall be accountable to your employment you shall be accountable to your work supervisor.	iss you any time you do	o not work up to the expectations. In
4. It is your responsibility to work out a schedule o	of working hours with yo	our supervisor.
5. If issued a key, you agree to keep it secure. You return it at the end of the contract.	will not loan it to other	s or duplicate it. Also, you agree to
6. By signing this contract, you agree to keep stude the Family Educational Rights and Privacy Act of 19 information is available on the Registrar's page at https://my.nwciowa.edu/ICS/Academic/FERPA I understand and agree to the provisions so	974 and other federal an Information.jnz.	d state statutes. Additional
	Student Signature	Date
	Supervisor Signature	Date
NOTE: THIS CONTRACT SHOULD BE SIGNED YOUR FIRST WEEK OF WORK. IF THIS CONTASSIGNMENT WILL NOT BE HELD FOR YOU.	RACT IS NOT RETUR	NED, THIS EMPLOYMENT
For supervisor use only: Forms MUST be completed by sending this contract to the Career Development Center.		
Go to <i>J:drive/campus employment/pre-employment forms</i> to verify the following forms have been completed (Mark	/employment forms	Check one:

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