STUDENT EMPLOYMENT CONTRACT 2017-2018

Career Development Center
Orange City, IA 51041

Student:_____ Job/Department:_____

ID Number:_____ Supervisor: _____

PLEASE NOTE THE FOLLOWING PROVISIONS:

1. Financial Aid will notify you if you did not complete the required W-4 and I-9 forms at registration your first year. 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 on the 1st working day of each month. Payments will be made only for work assignments. Paychecks will be direct deposited on the 10th of the month.

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. In the event you decide to end your employment you should give the supervisor a 1 week notice before quitting.

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 duplicate 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— Forms MUST be completed before sending this contract to the Career Development Center.

Go to *J:drive/campus employment/pre-employment forms/employment forms* to verify the following forms have been completed (Marked with a "C").

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

Complete one:

Manager--$_____/hr.
General worker--$_____/hr.
# of hours per week--_____

Check one:

- ☐ Full year
- ☐ 1st sem. only
- ☐ 2nd sem. only

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