



14-15

STUDENT EMPLOYMENT AGREEMENT GUSTAVUS ADOLPHUS COLLEGE

STUDENT EMPLOYEE AND SUPERVISOR MUST COMPLETE THIS FORM AND SUBMIT TO THE FINANCIAL AID OFFICE
(*SPECIAL APPROVAL POSITIONS MUST BE APPROVED WITH FINANCIAL AID BEFORE HIRE)

STUDENT NAME:		<input type="checkbox"/> student supervisor	STUDENT ID# :	
DEPT NAME:	DEPT CODE:	(SE OFFICE USE ONLY)		
		<input type="checkbox"/> I9	<input type="checkbox"/> FED	<input type="checkbox"/> STA
SUPERVISOR:		<input type="checkbox"/> W4	<input type="checkbox"/> INST	<input type="checkbox"/> SPAP*
		S/ _____	\$ _____	

ADDITIONAL INFORMATION:				
<input type="checkbox"/> FIRST YEAR	<input type="checkbox"/> RETURNING	<input type="checkbox"/> TRANSFER	<input type="checkbox"/> ABROAD	TERM:
PREVIOUSLY EMPLOYED BY GUSTAVUS: <input type="checkbox"/> YES <input type="checkbox"/> NO		I WILL ALSO BE SPLITTING WORK WITH THE:		
YEAR OF EXPECTED GRADUATION FROM GUSTAVUS:		_____ DEPT		
SEMESTER WORKING:		_____ DEPT		
<input type="checkbox"/> FALL ONLY	<input type="checkbox"/> SPRING ONLY	<input type="checkbox"/> BOTH SEMESTERS		

Terms of Agreement:

- Dates of Employment: This agreement covers September through May, including Nobel Conference days, reading day breaks, final examination days, touring week, and May Day. This agreement does not cover the breaks for Thanksgiving, Christmas, and Spring/Easter. You are expected to honor all hours scheduled by the department, including evenings, weekends, and breaks covered under this agreement. Changes in schedules due to breaks, exams, etc. should be discussed in advance with your supervisor.
- Earnings Limit: If you have student employment on your financial aid award, you may earn up to the amount listed on your most recent financial aid award from all work positions on campus. Changes in your financial aid award impact this agreement. The amount of the award is not guaranteed and is subject to the availability of work, the compatibility of your schedule with the department's requirements, and the actual number of work hours you complete. Once you have earned the awarded amount of student employment, you will have to stop working unless your supervisor has received approval for additional earnings.
- Forms: You must have a completed I-9, a completed W-4, and this completed agreement on file in the Financial Aid Office before you can start working.
- Student employees will be paid monthly on the 15th. Please submit your time through WebAdvisor. Late reporting will be paid the next month.
- If an employee will be absent from work, he/she must notify the supervisor as far in advance as possible.
- The College reserves the right to revoke an agreement in the event attendance, work, conduct, or attitude is unsatisfactory. Being terminated from a student employment position may prohibit you from being employed for at least the remainder of the academic year. If you are terminated, reassignment is based upon the recommendation of the terminating supervisor in consultation with the Financial Aid Office.
- As a student employee of Gustavus Adolphus College, I understand that I may have access to Gustavus's Confidential Information. I agree as a condition of employment not to disclose any confidential information.

I have read this Student Employment Agreement, accept student employment under the terms stated and will complete Form I-9 and W4 on or before my first day of employment.

STUDENT EMPLOYEE SIGNATURE _____ **DATE** _____

SUPERVISOR SIGNATURE _____ **DATE** _____

SE OFFICE USE ONLY: CRI___ FMF___ HR___ SS___ SCANNED___ WA___
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