



Wayne County Community College District • Office of Financial Aid FEDERAL WORK-STUDY AGREEMENT

STUDENT NAME: _____
LAST FIRST MIDDLE INITIAL

ADDRESS: _____
STREET CITY STATE ZIP

PHONE: _____ TERM: SPRING SUMMER FALL YEAR: _____

I understand and accept the following terms of my Federal Work-Study position:

- My daily work hours should not exceed 7.5 hours and my weekly hours should not exceed 30 hours **(NO EXCEPTIONS)**.
- If I work more than 4 hours, I am entitled to an unpaid ½ hour lunch.
- **Pay Rate:**
 - Student employee's (1st year student) \$10.50/hr
 - Student employee's (2nd year student) \$11.00/hr
 - Off-Campus tutoring positions \$11.00/hr
- I must come to work on time or call ahead of time if I will be late or unable to work.
- **NO CALL/NO SHOW ARE GROUNDS FOR TERMINATION!**
- **Falsifying my timesheet in any way will result in the termination of my work-study funds and I will be terminated from the work-study program permanently.**
- I must maintain at least 6 credit hours. If I drop below 6 credit hours, my employment will be terminated.
- I cannot work while my class is in session.
- Once I begin my assignment, I cannot transfer between on and off campus sites. I must stay at my current until the next semester.
- Late, inappropriate dress/conduct and failing to call when not coming in during my scheduled work time are grounds for my termination. **Dress attire is business casual (NO BLUE JEANS, GYM SHOES OR HATS).**
- My federal work-study award (Example: \$2,000) is the amount that I have to earn. It is my responsibility to monitor my earnings. I must stop working when I see that I am close to earning my award amount.
- **THE LAST DAY OF CLASS for that particular semester is THE LAST DAY TO WORK unless I have been terminated prior to the last day of class.**
- I must sign in and out every day to be paid for my time worked. **Falsifying the time I arrived to work or when I left work will result in the termination of my work-study funds and I will be terminated from the work-study program permanently.**
- I understand that if I do not turn in my timesheet on the specified day and time, I may not receive a paycheck. For those students who work **off-campus; all** timesheets for the off-site locations should be faxed no later than 5:00 p.m. every other Thursday to 313-962-0324. Further, an electronic timesheet confirmation should be sent via email to wsp@wcccd.edu. **NO EXCEPTIONS! Off-campus timesheets will not be processed until we receive a supervisor's approval in an email and the student Web-Gate every other Thursday by 5:00 p.m.**

By signing this agreement I acknowledge my understanding and acceptance.

STUDENT SIGNATURE

DATE

FOR OFFICE USE ONLY

FEDERAL WORK-STUDY ADMINISTRATOR

DATE