

Student Work Program Conditions of Employment

I. Terms of Employment:

- A. Prior to beginning work, all students must have completed a W-4, an I-9, and have been cleared for the current semester by the JSC Business Office.
- B. Students are expected to give regular, punctual, efficient and cooperative performance of job responsibilities as directed by their supervisor. If a student fails to report to work twice as assigned, and without proper advance notice of absence or late arrival, the supervisor has the right to terminate his/her employment. If illness or some other unforeseen circumstance prevents attendance at work, students must, if possible, notify their supervisor in advance of their usual reporting time.
- C. If, in the judgment of the supervisor, a student is not adequately performing his/her job responsibilities, that student may be terminated from their job.
- D. Students may voluntarily terminate their employment. Students must notify their supervisor in advance of their resignation.
- E. Confidentiality must be maintained at all times.
- F. Falsification of timesheets will result in immediate termination and may result in dismissal from the college. Timesheets must document actual time worked.
- G. Students who falsify timesheets may become ineligible for student employment in the future.
- H. Certain positions on campus require a background check and fingerprinting to be completed before the student begins work. A student will be offered a conditional contract pending the results of the background check.

II. Work Provisions and Payment Procedures

- A. Students may not work more than 40 hours per week. So that student employment does not interfere with academic performance, it is recommended that students work no more than 20 hours per week. International students may not work more than 20hrs per week while school is in session.
- B. Students may not earn more than the amount of their contract(s) during the specified period. At the point that a student's semester earnings meets their contract amount the student may no longer work under that contract and will no longer have access to timesheets for that position.
- C. Students are responsible for accurately recording hours worked on timesheets and submitting them to their supervisor (s) prior to the deadline defined on the Vermont State Colleges Student Payroll Schedule.
- D. Supervisors are responsible for verifying the accuracy of all information on the students' timesheets and approving/rejecting the hours submitted to them prior to the deadline defined on the Vermont State Colleges Student Payroll Schedule, and for monitoring the balances of their students' contracts (supervisors will receive bi-weekly earning reports to help facilitate this process).
- E. Students must have prior approval from the Financial Aid Office to work during the College's winter break between semesters.
- F. Students must complete a Change of Job Notification form (Available in the Financial Aid Office) if they would like to use their Federal Work-study allotment in more than one position. A student working under the Federal Work-study Program may not exceed their total award.
- G. Paychecks will be mailed to campus boxes, or if applicable, directly deposited to students' bank accounts in accordance with the Vermont State Colleges Student Payroll Schedule.