**DEFIANCE COLLEGE**
**STUDENT EMPLOYMENT CONTRACT**

STUDENT NAME (PRINT) :_____ POSITION TITLE: _____

**CONDITIONS OF EMPLOYMENT**

*This is a binding agreement, read all conditions carefully before signing.*

1. When you accept a position, it is your responsibility to adhere to the work schedule you agree upon. Notify your job supervisor as early as possible, if you cannot come into work or will be late. If you decide to stop working, to change jobs, or to keep your present job and take on a second or more job(s), you must give your present supervisor(s) written notice. If you fail to do so, you may forfeit any further college employment.

2. You may not begin work, or not be paid for any work performed, until all appropriate forms are processed and you are approved to work by the DC Financial Aid Office. All timecards must be turned in to the DC Business Office by the date indicated on the timecard.
Student initials_____ Supervisor initials_____

3. You may earn up to the award amount authorized and awarded by DC Financial Aid Office, Federal Work Study or Regular Campus Employment, at which time employment is terminated. Any continued employment must be reauthorized by the Financial Aid Office.

4. Your employment status is temporary and part-time and does not contain any provisions for fringe benefits or holiday or overtime pay. Work hours are limited to 20 hours per week on any job or combination of jobs during the academic year and 40 hours during the summer and periods of non-enrollment.

5. Timecards must be signed by both the student and the job supervisor. Paychecks will be withheld until timecards are signed. If you are withdrawn from the college for any reason, your employment will be terminated.

6. Violation of any of these conditions and/or inappropriate job performance and/or behavior may result in termination of employment for a period deemed appropriate to the circumstances. In addition, applicable provisions and standards of the Campus Conduct, Sexual Harassment, and any other governing college policy will be applied and enforced.

7. The conditions herein, as well as any other student employment policy, procedure, rule, or regulation governing student employment, are not to be regarded as provisions constituting a contract between the student and the college. The college reserves the sole right to amend any employment provisions herein, and elsewhere, at any time.

**Code of Responsibility for Security**
**And Confidentiality of College Information**

Security and confidentiality of records is a matter of concern for all College personnel who have access to any College files or records, computerized data, paper files, or private conversation. Individuals working at the College hold a position of trust and must recognize the responsibilities of preserving the security and confidentiality of the information. Violation of this trust is grounds for immediate dismissal from the work position and may subject the student to further disciplinary action.

*I acknowledge that I have read, understand, and agree to abide by the above stated Conditions of Employment.*

_____ _____ _____
Student Signature S.S.# Date

_____ _____ _____
Supervisor Signature Department Date

NOTE: The original copy of this agreement is to be returned to Janelle Rubio. A copy may be kept by the employer.

09-2009