

**DEFIANCE COLLEGE
STUDENT EMPLOYMENT CONTRACT**

STUDENT NAME (PRINT): _____ ID Number: _____

CONDITIONS OF EMPLOYMENT

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

1. Students may not begin work, or be paid for work performed, until all necessary tax forms are complete and the employment contract is signed by the supervisor and processed. Once approved, students can begin recording time worked on the myDC time card entry page:

https://mydc.defiance.edu/ICS/Employee_Info/Student_Employment/Timecard_Entry.jnz

2. Students may earn up to the award amount authorized by DC Financial Aid Office in Federal Work Study or Regular Campus Employment. Any continued employment must be reauthorized by Financial Aid.

3. Employment status is temporary and part-time and does not contain any provisions for fringe benefits or holiday pay. Work hours are limited to 10 hours per week on any job or combination of jobs during the academic year and 29 hours during the summer and periods of non-enrollment. As a student employee, you are exempt from paying FICA (Social Security, Medicare, etc) during periods of enrollment. If you continue in your position during the winter break and over the summer, and are not enrolled in classes, FICA charges will be deducted from your paycheck.

4. Timecard entry on myDC must be approved by both the student and the job supervisor. Pay will be withheld until time is entered and approved. If students are withdrawn from the college for any reason, employment is immediately terminated.

5. Employees are expected to adhere to the **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.

6. Defiance College has the right to terminate this appointment at any time for any lawful reason, with or without advance notice. Reasons for terminating this appointment include, unsatisfactory academic performance, any change in availability of funds for Student Employment, failures to remain current on their Defiance College payment agreement, poor job performance, or violation of campus policy.

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.

I acknowledge that I have discussed the job duties associated with this position with my supervisor and agree to accept this student employment position. I further acknowledge that I have read, understand, and agree to abide by the above stated Conditions of Employment.

Student Signature	Student ID #	Date
Supervisor Signature	Department	Date

To be completed by the position supervisor:

Position: _____ Start Date: _____

Budget Number: _____ End Date: _____

NOTE: The original copy of this agreement is to be turned in to the Business Office, Defiance Hall 213. A copy should be maintained in the student's file by the student's supervisor.

Revised 08/2020