

Quinebaug Valley Community College Student Worker Appointment Criteria and Agreement Form

INSTRUCTIONS: Supervisors must review the criteria noted below before submitting a Student Worker Appointment Notice Form to the Dean or Director. The Dean or Director will arrange to secure all approval signatures. The Supervisor will be notified by Human Resources once the Appointment Notice has been approved by the Supervisor, Dean/Director, Financial Aid, Finance and Human Resources. Once the Supervisor is notified, the Student Worker must meet with Supervisor or Resources staff to sign this form and submit all necessary Payroll forms. Failure to complete this form will prohibit a Student Worker from starting employment.

FAILURE TO SUBMIT THIS AND THE APPOINTMENT NOTICE FORM PRIOR TO THE START OF THE NEXT PAY PERIOD WILL RESULT IN START DATES BEING ADJUSTED TO THE NEXT AVAILABLE PAY PERIOD. NO RETROACTIVE ASSIGNMENTS WILL BE MADE. NO SUBMISSIONS WILL BE ALLOWED ON THE SAME DAY OF EMPLOYMENT. ALL EXCEPTIONS TO THIS PROCESS ARE AT THE DISCRETION OF THE PRESIDENT.

The following criteria shall be applied when considering a student for **Student Worker** employment (note that **Work Study Student Workers** must also conform to additional federal laws and regulations established for that program).

- All Student Workers must be matriculating Quinebaug students and enrolled in a minimum of 6 credits (Fall and Spring semesters); summer Student Workers must also have been enrolled at Quinebaug during the prior semester and certify in writing his/her intention of attending Quinebaug during the next semester or be completing degree requirements at Quinebaug during the summer session.

- When classes are in session, a full-time student may work up to twenty hours per week and a part-time student up to thirty hours per week, summer sessions excluded.
 - ➔ All Student Workers must inform their supervisors when they are working additional hours in other departments. Total hours between all departments worked per week cannot exceed 20 hours for a full-time student, and 30 hours for a part-time student.

- During summer sessions and vacation periods a student may work a maximum of thirty hours per week.

- Any student on academic probation or suspension, or who withdraws from classes and drops below the minimum 6 credits during the Fall and Spring semesters is immediately ineligible to remain employed as a Student Worker and is obligated to notify their immediate supervisor should they fail to meet the criteria noted.

- All Student Workers must comply with organization and department policies that govern Quinebaug Valley Community College staff.

- No Student Worker shall be employed for more than 4 years.

Student Agreement (to be signed AFTER position has been approved):

“I have read the above criteria regarding the conditions of my employment as a Student Worker and understand that failure to comply with the above will result in termination of my employment. I further understand that my employment can be terminated for any reason.”

_____/_____/_____
Student's Signature Date

Student's Name (Please Print)

_____/_____/_____
Supervisor's Signature Date

Supervisor's Name (Please Print)

Instructions: provide a signed copy of this form to the student.