Casper College
Student Employment Agreement

I. Responsibilities of Student Employees

1. It is the responsibility of the student employee to work the number of hours assigned. Student employees should arrange an agreeable work schedule with their supervisors. If scheduling difficulties are encountered, the student should make arrangements with his/her supervisor.

2. The student employee should be consistently dependable, prompt, and reliable in attendance.

3. If the student must be absent from work, he/she should make every effort to notify his/her supervisor at least 24 hours prior to the assigned work time.

4. Students may not exceed the dollar amount awarded for Federal Work-Study, or the authorized number of hours.

5. Work-Study jobs allow students to earn money to help pay for their educational expenses. Students may only study on the job when their assigned tasks are completed and with supervisor’s permission.

6. Changes in job positions during the semester will be made only in exceptional circumstances. Students must have the expressed permission of both supervisors before a change will be permitted.

7. Student employees must comply with the Casper College Student Conduct & Judicial Code. Casper College is a drug free campus.

8. In compliance with the Americans with Disabilities Act, student employees needing workplace accommodations should discuss their needs with their supervisor and/or with the director of the Student Success Center.

II. Evaluation of Student Employees is completed annually by the employee’s supervisor. The evaluation includes: job performance, dependability, and professionalism.

III. Payment of Student Employees

1. New student hires must complete a Federal Form I-9 in the Human Resources office. It must be updated every three (3) years, showing original documents.

2. Federal tax forms must be completed at the time of employment. If changes in exemptions occur, new tax forms should be completed in the Human Resources office. A W-4 must be completed every Fall or when there is a break in employment.

3. Student employees are paid for actual time worked. Timecards are to be completed daily, and be accurate to the nearest quarter hour.

4. The supervisor must maintain timecards, and the student employee and supervisor must certify that the time shown is correct. A student cannot be paid without the signature of the supervisor on the time card. Timecards are due into Payroll on the working day closest to the 15th and payday is the last working day of the month.

IV. Employee Grievance: Any conflict or misunderstanding of work policies or regulations should be discussed with the student’s immediate supervisor, then with the director of Student Success Center. Anyone who feels they have been subject to sexual misconduct is encouraged to report the incident immediately to one of the following: Campus Security, Casper Police Dept., Counseling Services, Student Health, Vice President of Student Services, or Title IX Coordinator.

V. Casper College is an equal opportunity institution and as such, does not discriminate on the basis of race, color, national origin, age, political affiliation, marital status, sex, sexual orientation, gender identity or expression, disability, religion, genetic information, veteran status, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities.

Student Signature__________________________________Date__________________

Employment Agreement 7/12/2016