

COLLEGE of VISUAL ARTS

CWS JOB DESCRIPTION/CONTRACT 2011-2012

EMPLOYEE _____

SUPERVISOR _____ AREA _____

SPECIFIC DUTIES: (you may attach a separate sheet if necessary)

Hourly Rate \$ _____

You will be paid for up to _____ hours worked during the term of this contract . Additional hours above your maximum hours may be available as needed by the department.

Your work schedule will be arranged with the supervisor

If the college work-study position is funded by federal or state aid, CVA's share of wages will be not less than 25%.

If the college work-study position is funded by CVA funds the college will pay 100% of the wages.

THIS CONTRACT IS VALID FROM: _____ TO:, _____
(start date)

SUPERVISOR SIGNATURE: _____ DATE: _____

I understand:

1. I must go to the Financial Aid Office and complete a Form I-9, W-4 form and *Confidentiality Agreement* before beginning work.
2. I must abide by the policies outlined in the *Work-Study Handbook for Student Employees*.
3. Time sheets must be signed by both my supervisor and myself and turned in to the Financial Aid Office by noon on the posted deadline date.
4. Time sheets turned in after the deadline and time sheets that are incomplete will be delayed until the next payroll cycle.

The terms of my Work-Study position have been explained to me. I agree that in the case of injury or accident while working in my work-study position, Worker's Compensation shall be my exclusive remedy.

EMPLOYEE SIGNATURE: _____ DATE: _____