

COLLEGE *of* VISUAL ARTS

Terms of Student Employment

When you accept a student employment position, you become a member of a department that depends on you. Please remember that your peers and supervisor(s) rely on your attendance and punctuality. If you believe that you are unable to perform the duties that are expected of you, please speak with your supervisor in order to come to an equitable agreement. As a student employee you are also expected to:

- Represent the college in a professional manner at all times.
- Uphold campus policy in regards to confidentiality and privacy at all times. (Student employees are required to sign a confidentiality agreement when they begin employment at CVA.)
- While you are on the job, your assigned work takes priority over your homework or other personal business; conduct personal business during breaks or on your own time, unless otherwise authorized by your supervisor(s).
- From time to time your supervisor will assign special tasks. These tasks are part of your job and must be treated as such.
- Be enrolled for at least six (6) credits per semester, however, priority in hiring is given to those students who are taking 15 or more credits per semester.
- Priority in hiring is given to those students who have need-based priority 1 awards.
- You must work to earn your pay and you cannot be paid for lunch, study time or other breaks. If you work a consecutive eight hour shift you must take a half-hour unpaid lunch break, plus you will receive two 15 minute paid breaks for every consecutive four hours worked.
- Turn in your time sheet to the Business Office by noon on the date due. Missing or incomplete time sheets will not be processed until the next pay period.
- NEVER work during your scheduled class times. You may only work up to 15 hours per week when classes are in session unless you receive written authorization from the Financial Aid Office (FAO). However, you may work up to 40 hours per week during the summer. You must apply separately for summer employment and you must be enrolled for the following fall semester in order to qualify for summer work-study employment.
- You may NOT work in more than two positions during any given semester. If you leave one job during the semester, you may apply for another position. Once again, your application does not guarantee you a job.
- Your gross earnings (before deductions) may not exceed your total award.
- Because these jobs require student status, you must be enrolled and taking classes toward a degree.

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- You and your employer must monitor your gross earnings. Each month you will be given an earnings statement from the FAO to help you track your available funds. If your earnings approach your award amount, you or your employer may request an increase from the Financial Aid Office. A request does not guarantee an increase in your award. If your earnings reach your award and you are not eligible for an increase in funds, you must cease your employment immediately.
- Give your supervisor(s) a two week notice, if possible, when terminating your employment.
- To be eligible to earn student employment funds, a new application must be submitted each year. A separate application is required for summer employment.
- You must come in person to the Financial Aid Office to complete the payroll registration process. You must bring the following documents:

Your driver's license **and** Social Security Card **or** INS Permanent Residency Card, **OR** U.S. Passport, **OR**

Contact the Financial Aid Office for other acceptable documents.

When you arrive, you must complete an I-9 and a Federal W-4 withholding form. Your payroll will not be processed until **ALL** of the required paperwork has been completed.

- If you were not hired for a position for fall semester, you may submit a new application for spring semester. When you hand in your new application, your award will be reassessed and you will receive a new award letter
- Prior to the beginning of each term, student employees are required to attend an employment orientation.
- We will freeze hiring once we have reached our hiring limits. An application and employment award does not guarantee employment.
- Your actual earnings will depend solely on your hourly wage and your actual hours worked.
- You will receive paychecks for your hours worked. Paychecks are issued on the first business day of the month. Paychecks will be put in the student's mailbox by **Noon** on the date issued.