

**University of Mary Washington**  
**STUDENT EMPLOYMENT SUPERVISOR'S AGREEMENT**  
**2013-2014 (Revised July 2013)**

Listed below are the terms required for the position of Student Employment Supervisor. **Students must be enrolled at least half-time(6 credit hrs) in a degree program to be eligible for student employment.**

Please view the online Student Employment presentation “**Everything A Supervisor Needs to Know**” at <http://www.umw.edu/documents/document/everything-a-supervisor-needs-to-know/>

Please initial each statement, sign this form and return it to the Office of Financial Aid. Keep a copy for your files. This form must be on file with the Financial Aid Office before any student aides will be assigned. Failure to comply with the terms of this agreement could result in the loss of student aides.

\_\_\_\_\_ I will not permit any student to commence work until I have received their **Work Authorization Form** from the Office of Financial Aid. This form states that a student has completed all required Student Employment forms and authorizes the student to begin work.

\_\_\_\_\_ I will review all timesheets, completed in **INK**, for accuracy and signatures prior to submitting them to the Office of Financial Aid. I am responsible for **turning in all timesheets on the scheduled date in a sealed envelope**. Weekly Time Reports will be maintained in my office for 3 years. **Student must log in at the beginning and log out at the end of each shift worked. Timesheets must be submitted by the Supervisor, a designated staff representative, or designated student aide. Timesheets will not be accepted from any other students. Refer to the Student Employment Payroll Schedule for dates.**

\_\_\_\_\_ I will establish a work schedule and not permit the student to exceed the **available awarded hours** under the student employment award. If this occurs, I understand that the office of Financial Aid will adjust the student's award, which may also negatively impact the student's other financial aid as well as my student employment budget.

\_\_\_\_\_ An initial orientation will be conducted to explain expectations concerning punctuality, dress code, and confidentiality of assigned work (if applicable) and other general responsibilities. Additional written guidelines may be distributed at this time.

\_\_\_\_\_ I will promote a **NO STUDY** policy during their scheduled work period as appropriate and assign only official university tasks. Student workers may not engage in personal tasks for themselves or others while on the job. If I am terminating a student's employment or if a student aide resigns prior to the expiration of the work assignment, I will complete a Notice of Cancellation, including the Separation Checklist, and forward it to the Office of Financial Aid immediately.

\_\_\_\_\_ I understand and comply with the AAEEOC recruitment and employment regulations for hiring student aides without regard to their race, color, sex and age. Regulations may be viewed on HR website.

\_\_\_\_\_ I will complete a Service Rating on each student aide, discussing this rating with the student aide, and returning a copy signed by the supervisor to the Office of Financial Aid. This rating becomes part of the student's file and may be used by prospective employers, if the release is signed by the student.

\_\_\_\_\_ **DISMISSAL: A student is subject to dismissal from campus employment if the student**

**a. Exhibits improper behavior or insufficient skills for the job assignment**

**b. Does not report to work as scheduled without first contacting the supervisor or without a legitimate reason.**

**Two such incidents will result in a warning, while a third incident will result in immediate dismissal from the employment position. Students who are dismissed or voluntarily terminated will not be considered for another position on campus until the following semester. Priority is given to those applicants on the wait list should a position become available during the semester.**

I agree to the terms as stated above and I have viewed the online presentation “**Everything A Supervisor Needs To Know**” at <http://www.umw.edu/documents/document/everything-a-supervisor-needs-to-know/>

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Department