STUDENT ONBOARDING

Work Study Application Form

Work Study Type:
FED/STATE

Student must be...
- Enrolled in at least six credits per quarter.
- Meets Satisfactory Academic Progress/is not Suspended.
- Is taking correct classes towards an eligible program of study.
- Eligible for Federal or State Work-Study

Combo Code:

Job Class:

CAREER AND FINANCIAL AID STAFF MUST COMPLETE THIS SECTION.

Award Amounts & Estimated Hours*

***Work study funding is determined by the listed award amounts. Estimated hours are calculated using the actual award amount and pay rate. Eligibility is subject to change.*

$** Fall [ ]   **$ Winter [ ]   **$** Spring [ ]   **$** Summer [ ]

Est. Hours: [ ]   Est. Hours: [ ]   Est. Hours: [ ]   Est. Hours: [ ]

*Spring Funding: Spring is used through 6/14/2024 if eligible (see end date information).

FA Staff Signature Required: [_____]   **Pay Rate:** [_____]

STUDENT EMPLOYEE POLICY AND EMPLOYMENT STATUS

Read the following information carefully. Check each box once complete or confirming your understanding of the Student Policies and Procedures listed in the Agreement of Understanding. **NOTE:** Incomplete quizzes and onboarding forms will not be processed.

[ ] I understand that I cannot work until I have received my Employees Tab in my ctcLink account.

[ ] I understand that the New Student Employee Orientation & FERPA quizzes are required before the first day of work. The training is designed to show me how to submit time sheets, work study policies and FERPA.

[ ] By signing this contract, I acknowledge that failure to comply with student employee expectations may result in termination from my position at Highline College.

Employment Status

[ ] **Returning**
I worked at Highline College within the last six months.

[ ] **New Hire**
I have not worked at Highline College before.

Student Hire Date*

[_____]

Position Expires*

[_____]

** to be completed by staff **only**.*

Student Signature

[_____]

Date Signed

[_____]

STUDENT MUST COMPLETE THIS SECTION.

Please complete the following before submission.

First, Last Name

[_____]

Student Email

[_____]

Date of Birth

[ ][ ][ ][ ][ ][ ][ ][ ]

ctcLink ID Number

[_____]

Phone Number

[_____]

Name of Student Position

[_____]

DEPARTMENT SUPERVISOR MUST COMPLETE THIS SECTION.

<u>Supervisor Policies & Procedures Agreement of Understanding</u>

Students are allowed to work only 19 hours per week during the academic quarter. If the Work Study allocation is exceeded, employers are responsible for 100% of the students wages through means other than the work study program. It is the supervisors responsibility to check in with their student staff, to verify that the GPA's are consistent and never below a 2.5 GPA.

Mandatory New Student Orientation, FERPA Training, Access to Timecard

- I am responsible to confirm this student has completed the required New Student Orientation and FERPA training quizzes; prior to their first day of work regardless of whether the student will have access to view student or public personal information. The training must be completed online before their employment.
- I understand my student employee cannot begin working until they have received their Employees Tab in ctcLink.

Break Period Requirements (must meet both requirements)
1). Attending the next quarter for six or more applicable credits.
2).Remaining hours in the prior quarter work study award will cover the break period schedule.

STUDENT EMPLOYEE AND SUPERVISOR INFORMATION

Supervisor's Full Name, Department

Department Back-up Budget

Estimated hours per week (no more than 19):

Are you willing to hire the student using State Work-Study funding?
(Employer must pay 40% of wages using department budget).

☐ Yes ☐ No

Choose a pay rate:
(see Student Hourly Employee Compensation Policy for more information):

- Starting **$16.28**;
- Experienced (more than one year in the same position) **$16.50**;
- Advanced **$18.00** (advanced skills; more than two years in the same position; and exceptional performance).

$ ⬭

Supervisor Signature

All of the following must be completed. Incomplete Application Form is not acceptable.

1. The Policies and Procedures page along with the Orientation quizzes are complete by the student. ☐ Yes ☐ No

2. I understand both the student and I are responsible for monitoring hours. Failure to do so will result in my department being charged. ☐ Yes ☐ No

3. This position relates to the students program of study and I confirmed that the student is enrolled in 6 or more credits. ☐ Yes ☐ No

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