



Please print name: (Last, First)	SS#	Contact phone number
----------------------------------	-----	----------------------

Federal Work Study Student Contract of Responsibilities- Page 1 of 2

Employment Policy

I must:

- read through the JJC FWS website for requirements, jobs, rates and forms.
- have a FWS award.
- complete the hiring process with a Processing Officer in the Financial Aid Office, Rm. 1280N, before I can start to work.
- work one job, at one site.
- only be paid for hours worked.
- keep track of my hours. I will not be paid in excess of my award.
- stop working should my enrollment fall below ½ time (6 equated credits) or at my contract end date.
- use my award by the end of the academic year or contract date or it will expire.
- realize that the hourly rate will depend on the job I select.
- adhere to the work schedule established. If I want a day off from work, it must be approved by my supervisor.
- notify my employer in advance if I am not able to come to work due to extenuating circumstances.

I understand that:

- I will need to calculate the recommended amount of hours and work those hours for my award to last the academic year.
- the maximum hours I can work are 20 hours per week when classes are in session, unless I receive written from the FWS coordinator authorization to work during breaks when I may work up to 35 hours per week.
- working the maximum amount of hours will exhaust my award sooner.
- at the end of the semester, after the break (summer, winter, spring), I will return to the same department unless I have been informed otherwise.
- if I graduate in the Fall semester, I must stop working by the last day of Fall classes.
- my supervisor and I must mutually determine a work schedule that does not overlap with my class schedule before I begin work
- I am not permitted to work if I am scheduled for classes, even if classes are cancelled.
- I am required by law to take an unpaid minimum ½ hour break if I work more than 5 consecutive hours.
- my supervisor, or alternate supervisor, is responsible for completing and forwarding my time sheet to the FWS Coordinator.
- I am not permitted to hand-deliver or receive time sheets on behalf of my supervisor unless approved by the FWS Coordinator in advance.
- FWS is taxable income unless I complete the employment forms with an “Exempt” status.
- if I falsify a time sheet or contract, or any of the FWS official forms, I will be terminated immediately and have disciplinary action brought against me by the College or the University.
- it is up to my supervisor’s discretion to hire me on their Department’s budget when my total hours are exhausted, or to terminate me once I approach my total hours.
- I am not entitled to Unemployment Insurance if I am terminated or my FWS award expires.
- if I am currently receiving unemployment, I must contact my unemployment office before accepting a FWS job.
- if I am not paid or if I don’t receive my check/direct deposit, I must contact the FWS Coordinator.
- if I accept an off-campus job at the PSC, I must follow their payroll calendar, schedule, policy and procedure to receive my earnings.
- I must visit the financial aid office to receive my proof of payment if I request direct deposit.

Performance Policy

I understand that:

- I have an obligation to perform my job duties satisfactorily.
- My employer has the right to terminate me from the job if he/she determines that my job duties are performed unsatisfactorily.
- I should give a two-week notice to my employer before resigning or quitting.
- I must meet the qualifications in order to work.
- I must conduct myself in a professional manner.
- I must maintain confidentiality.
- I must be responsible for completing my work thoroughly.
- I must keep socializing to a minimum in my work environment.
- I must not allow portable electronic devices to minimize my productivity (i.e. Face book, Twitter, Hotmail, MySpace, internet surfing, Bluetooth, cellular phone, Blackberry, PDA, MP3, IPOD player, etc.)



Federal Work Study Student Contract Responsibilities- Page 2 of 2

Each Year

The FWS award is not automatically guaranteed each aid year, and eligibility is based on availability of funding and my federal need. Packaging criteria may vary each year.

Therefore, **I must:**

- File the FAFSA as soon as it becomes available each year as soon as taxes are filed (parents, student/spouse), to increase my chances of being considered for FWS.
- Complete Verification (if selected).
- Be enrolled for at least ½ time – 6 credits (equated credits) in a degree-seeking program at John Jay College.
- Maintain Satisfactory Academic Progress (SAP) at the end of each aid year, in order to be considered for FWS for the following year. SAP is:
 - A minimum Grade Point Average (GPA) of 2.0 for Undergraduates;
 - 3.0 GPA for Graduates.
- Review the FWS Program Online on the John Jay College Federal Work Study Resource Page.
- Download and complete all the required forms (see **Checklist of Required FWS Forms**).
- Bring all forms and ID's from to a Placement Officer to be verified for Academic Eligibility in the Financial Aid Office, 445 West 59th Street, Room 1280N, before you can start work.
- Interview with a FWS supervisor and be hired.
- **Sign the FWS Contract and finish with a Processing Officer in the Financial Aid Office.**

Each Semester

I must:

- Validate my registration with a confirmed receipt.
- Check the Federal Work Study Resource page often throughout the semester to complete any additional documents that may have been added on a periodic basis.
- **maintain** at least ½ time enrollment in a degree-seeking program at John Jay College. If I plan to drop or withdraw from my classes, I must notify the Financial Aid office and seek counseling on the possible outcome. The Financial Aid Office has the right to cancel my FWS award if I do not meet any of the above criteria
- present the following to my employer the following before I start working each semester:
 - **Contract for Work Study Placement** or
 - **FWS Year to Date Balance Statement**

I have read, understood, and agree to abide by the above FWS policies and renewal procedures at John Jay College.

Signature

Social Security #

Please print name

Date