



LAST NAME

SUNSHINE

FIRST NAME

LITTLE MISS

WORKSITE

SUPERVISOR

STUDENT SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

HOURLY RATE OF PAY:

\$

Important Work-Study Information

TYPE FWS

I, the Student, understand that I have the right:

- ✓ To be treated fairly and courteously.
- ✓ NOT to be discriminated against based on race, color, religion, sex, marital status, age, national origin, handicapped condition or status as a disabled or Vietnam era veteran.
- ✓ NOT to have to perform duties beyond the usual responsibilities of a student worker.
- ✓ To be informed of changes or activities that may effect how and when I perform my job.
- ✓ To be warned of actions that may cause dismissal.
- ✓ To be informed of reasons for termination.

I, the Student, understand that I have the responsibility:

- ✓ To keep any and all information seen or heard in the performance of my duties confidential. I may not copy, remove, or allow unauthorized access to institutional documents, files, or mailing lists and that a breach of this responsibility can result in immediate dismissal.
- ✓ To maintain satisfactory academic progress as prescribed in the Paul Smith's catalog.
- ✓ To dress in an appropriate manner for my position.
- ✓ To be on time for every shift and stay until the shift is complete.
- ✓ To call my supervisor if I am sick or will be late.
- ✓ To perform my duties in an efficient, professional manner.
- ✓ To ask for assistance or clarification on any job assignment that is unclear to me.
- ✓ To notify my supervisor if I intend to quit my job.

I, the Supervisor, understand that I have the right:

- ✓ To do a job search for and hire an efficient and courteous work-study student keeping in mind the limitations set by the administrative council.
- ✓ To choose the student who appears to fit my needs best.
- ✓ To terminate my work-study student after following the procedure prescribed in the Work-Study Supervisor handbook if he/she is not performing satisfactorily.

I, the Supervisor, understand that I have the responsibility:

- ✓ To provide reasonable assignments for the work-study student that I hire.
- ✓ To teach the student how to perform the duties assigned to him/her.

If you have any questions about the Work-Study Process, please contact Heather Tuttle, Human Resources ~ x6374 ~ htuttle@paulsmiths.edu