

## **RIGHTS AND RESPONSIBILITIES AGREEMENT FOR WORK-STUDY STUDENTS & SUPERVISORS**

### **STUDENTS**

Each work-study student is entitled to a number of rights surrounding the job. With those rights come responsibilities, to the supervisor and to the work-study program.

#### **Rights:**

- To receive adequate supervision and reasonable task assignments from supervisor
- To be able to earn your work-study allotment and receive pay checks on a biweekly basis
- To expect your supervisor to approve your time sheets in time for the payroll process
- To receive a job performance evaluation
- To receive one written warning notice if your work or attendance is not acceptable to your supervisor, with an explanation of the problem

#### **Responsibilities:**

- As soon as possible, give your supervisor a copy of your class schedule and create a work schedule based around it
- Be prepared to work the number of hours a week agreed upon to earn your work-study award
- If illness or other unavoidable circumstances make it impossible for you to work, let your supervisor know.

### **SUPERVISORS**

Each supervisor is entitled to a number of rights. With those rights come responsibilities, to the student employee and to the work-study program.

#### **Rights:**

- To expect students to arrive on time, work scheduled hours and perform duties as assigned in a satisfactory manner
- To reopen the position if the current student does not fulfill the requirements of the job

#### **Responsibilities:**

- To provide a full written job description for each position requested
- To provide adequate training and supervision of student employees
- To check time sheets for accuracy and approve them by designated dates
- To complete a job performance evaluation once each year or as needed

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I have read the Rights and Responsibilities for both the student and the supervisor that are specified in the document above and I agree to abide by them:

Student Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Work-Study Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_