



: _____ **or** : _____
: _____ : _____

1. It is my supervisor's and my responsibility to monitor the hours worked to ensure that I am following the university's and FWS's regulations and guidelines.
2. I understand that I am _____ permitted to work more than twenty (20) hours per week or over the above stated awarded amount. Also, I am not permitted to work during scheduled class times.
3. I understand that I must be enrolled and attending a minimum of twelve (12) credit hours. I must maintain satisfactory academic progress and meet the full requirements of the job outlined by the immediate supervisor.
4. I understand that I am required to report to my work study assignment on time and report to the supervisor or approved designee dressed appropriately for an office setting. The attire needs to be neat and clean. (No shorts, low cut necklines, sheer clothing, bare midriffs, or t-shirts with offensive text).
5. I understand if I have not worked by the mid-point of the term my remaining FWS will be canceled. **Cancellation of FWS is for the academic year.**
6. I understand if I work more than five (5) consecutive hours, I am entitled to a thirty (30) minute lunch break. I am not allowed to work more than eight (8) hours a day.
7. I understand that I am responsible for completing and submitting my timesheet to the supervisor by the published deadline. If my timesheet is submitted late, it may result in a delay in pay.
8. This contract must be renewed at the beginning of every academic year. Previous employment _____ guarantee my employment for the next semester and this position is an _____ position.
9. I understand if I voluntarily leave a position during the semester, I am only eligible for rehire during that semester if documented extenuating circumstances exist. This will be evaluated on a case-by-case basis.
10. I understand that I can contact the Assistant Director of Student Employment in the Career Development Office if there is a conflict or if I feel threatened by the supervisor.

I agree to be a responsible employee of ULM, bound by all rules and regulations set forth by the Campus Employment. I understand that any false information given on my timesheet will result in disciplinary action. I have read and understand the Student Employment Work-Study Contract and will comply with the policies and procedures. I agree to maintain confidentiality of all information and understand that any disclosure of confidential information is grounds for immediate termination.

: _____ : _____



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