

Supervisor's Information & Responsibilities

1. A supervisor has the right and responsibility to interview potential student employees. During the interview process, the supervisor should ascertain whether the student has the necessary skills, training, hours available, etc., to fit the position.
2. A supervisor should inform student employees of job descriptions and responsibilities. This includes informing student employees of special office procedures, providing adequate training, confidentiality requirements, dress codes, etc.
3. A supervisor has the responsibility to provide sufficient work for student employees. The Federal Work-Study Program does **not** sanction the compensation of student employees for doing their homework or socializing with friends while on the job.
4. A supervisor is responsible to see that each student employee sets up a mutually agreed upon work schedule each semester. The supervisor will collect from each student employee each semester, and keep on file, a copy of his/her class schedule. Students are **not** permitted to work hours when they are scheduled to be in class.
5. A supervisor has the right to know when a student will not report to work due to illness, academic scheduling conflict, course registration periods or other reasons. Supervisors should be flexible to student requests for occasional time-off to accommodate these situations. Student aides should be treated in a professional and understanding manner by the supervisor.
6. When you, the supervisor, approve a time sheet, you are indicating that the student worked for those hours. You are responsible for the accuracy of time sheets submitted by the student employee. All blank spaces should be crossed off the time sheet before you sign it.

Student's Information and Responsibilities

1. A student who has been awarded employment has an obligation to perform his/her job duties in a satisfactory manner.
2. Student work schedules should be mutually arranged with the supervisor each semester. You should provide your supervisor with a copy of your class schedule each semester. Student employees are expected to work agreed upon scheduled hours.
3. If a student is unable to work scheduled hours, the supervisor should be contacted as soon as possible prior to the expected starting time or provided with as much advance notice as possible. Changes to the work schedule should be arranged through the supervisor.
4. The student employee is responsible for being aware of special requirements of the job, office procedures and policies, confidentiality requirements, dress codes, etc.
5. Unsatisfactory academic progress may cause a student to become ineligible for student employment and other financial aid.