WELCOME TO COLUMBIA COLLEGE HOLLYWOOD. We are pleased that you have been awarded work-study at Columbia College Hollywood for the ___________ academic quarter. Your work-study employment arrangement with COLUMBIA COLLEGE HOLLYWOOD is subject to the following conditions.

- As a student worker employee, you are not entitled to receive any company-sponsored employee benefits. Your services are provided as a “work-made-for-hire” and COLUMBIA COLLEGE HOLLYWOOD will own the results and proceeds of your services.

- We are enclosing a copy of the following Company policies and procedures, which you must adhere to while you are working at COLUMBIA COLLEGE HOLLYWOOD: Confidentiality Policy, Equal Employment Opportunity Policy, Policy Against Harassment, FERPA Policy and Staff Conduct Policy. Your signature below indicates that you have received a copy of the above policies and procedures and agree to adhere to the policies contained therein.

- Earnings you receive under the Federal Work-Study Program are for expenses incurred to attend Columbia College Hollywood. If you owe tuition, housing or other fees to CCH, your paycheck will be automatically offset to pay your outstanding fees. The offset will be released once your outstanding fees have been settled.

- You are limited to a maximum of 20 hours of work per week. If you exceed that amount without prior approval, you risk having your work-study terminated.

- Hourly pay rates are at least the Federal minimum and are currently set at $8.50 per hour for office work and $10.00 per hour for Open House work. Payments for hours worked will be made every other Friday and students have the option of signing up for Direct Deposit.

- Federal Work study earnings are taxable income however students are exempt from paying Social Security and Medicare taxes as long as they are enrolled at least half-time.

- If your enrollment status at Columbia College Hollywood changes, you agree to immediately notify the Business Office.

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Initials
Your quarterly work-study award is limited to the maximum dollars shown on your Financial Aid award letter. Your supervisor will provide you with a weekly work schedule that has been designed to ensure you make the maximum amount of your award amount but also ensuring that you do not exceed your award amount. You should make every attempt to keep this schedule throughout the academic quarter as working over the amount awarded may result in a reduction of other financial aid.

The College is largely an operation which functions from 9am – 7pm Monday thru Friday, and 9am to 5pm on Saturdays. If you plan to work through the FWS program, it is advisable to plan your academic schedule and other campus activities so that you have adequate hours each day for your work schedule. Evening and weekend work is limited to a few departments and is not readily available.

Be on time to work and do not expect to leave early, and on the rare occasion that you cannot help being late or are sick, notify your supervisor immediately. The College utilizes an automatic time and attendance system to generate an electronic timecard for almost all employees including student workers. If you are given an electronic timecard, it is your responsibility to clock-in and clock-out each day in order to generate your timecard. Your timecard should reflect the daily hours provided to you by your Supervisor and you are not allowed to exceed the weekly hours indicated on your work schedule. Additionally, students are not allowed to begin work prior to their shift start time. For example, if your work schedule shows 9am to 2pm and you clock-in at 8:30am, your timecard will be updated to reflect your correct beginning work time of 9am. Any student workers found to commit timecard violations by having others clock-in for them or by clocking in or out solely to generate additional work hours for work not performed will be immediately terminated.

You must sign your timecard in order to receive your paycheck.

If you work less than 6 consecutive hours, a lunch break is optional. If you work more than 6 consecutive hours, you must take a minimum 30 minute lunch break and you must clock-out when you leave for lunch and clock-in when you return.

Students who habitually fail to clock-in or out, or who fail to observe the lunch guidelines are subject to termination.

I realize that the intent of my Federal Work-Study position is to provide a work commitment to my employer. It does not include time for studying or other classroom work. Students found to be doing classroom work during FWS work study time are subject to termination.

I agree to remain at the job assigned to me by the Student Employment office for the entire academic quarter. (Transferring from one job to another will only be granted with special permission and under certain guidelines from the Student Employment Office.)

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Initials
I understand and acknowledge that all information I come in contact with while working for Columbia College Hollywood will be held in strict confidence. Accessing such information for personal use, allowing another person access, or divulging such information is cause for termination of employment and disciplinary action from Columbia College Hollywood.

Failure to comply with Federal Work Study rules and regulations may result in the permanent loss of Federal Work Study eligibility.

Awarding of Federal work-study does not guarantee you will get a job. There are a limited number of jobs available so the earlier you submit your application the greater your chances are for getting a job.

Students must maintain a cumulative GPA of 2.0 or better and complete 8 credits per quarter to participate in the work-study program. If your cumulative GPA falls below a 2.0 or you do not maintain 8 credits while working, you are subject to termination from FWS employment.

Students must be neat in their appearance and pleasant in their manner to both fellow students and college staff. Allow anyone that you come in contact with to feel welcome and you should pay attention to their needs.

Your work area should be neat at all times. Persona belongings should be properly stored and out of the way. Never eat at your workstation.

Do not have friends visit you while you are working and if you need to leave your assigned area, notify your supervisor immediately.

You should not make personal phone calls at work unless it is an emergency. Cell phones should be turned off or set to vibrate, and do not text while you are working.

I understand that by signing this FWS agreement, I acknowledge and agree to the above conditions of my work-study employment.

________________________________________  __________________________________
Print Name                                      Date

________________________________________
Signature