

OKLAHOMA PANHANDLE STATE UNIVERSITY
STUDENT EMPLOYMENT ACTION
SEMESTER, 20_____

STUDENT INFORMATION:

Name_____

Social Security Number_____ Date of Birth_____

Ethnicity: Asian African American Mex-American Hispanic Latino American Indian
Mult-racial Other ethnic White Non-Resident Alien

Current Mailing Address_____ (_____)_____
Box City, State Zip Code Phone

Permanent Mailing Address_____ (_____)_____
Box City, State Zip Code Phone

In Case of Emergency Contact_____ (_____)_____
Phone

Are you currently enrolled at OPSU? _____ Hours enrolled_____

Have you ever worked for OPSU? _____ Where?_____

Do you have other campus employment? _____ Where?_____

I have read and understand the conditions set forth in the attached work agreement.

Student Signature _____ **Date** _____

SUPERVISOR INFORMATION:

Student Job Title_____ Hours Per Week_____ Pay Rate \$7.25/hour

Position Code (e.g. #1202)_____ Date of Employment_____

I have read and understand the conditions set forth in the attached work agreement.

Supervisor Signature _____ **Date** _____

DEAN'S APPROVAL: Signature_____ Date_____

STUDENT AFFAIRS APPROVAL: Signature_____ Date_____

REGISTRAR APPROVAL: Signature_____ Date_____

PAYROLL ENTERED: Initial _____ Date _____

STUDENT WORKER AGREEMENT - Oklahoma Panhandle State University

GUIDELINES

Students must be **ENROLLED IN AND REGULARLY ATTENDING** six (6) or more hours in a regular semester or three (3) or more hours in a summer session to be **eligible to work up to twenty (20) hours per week.**

Student workers will be assigned a maximum number of hours which may be worked in a given semester or year and a total dollar amount which may be earned in this period, (this includes “break” periods such as spring break and semester breaks). The money earned by the student working for the University is part of one’s financial aid package where appropriate.

There are three (3) work periods for students in each year—Fall semester, Spring semester, Summer. Student workers must be approved each of these periods in which they will work. A student working for the entire year would need to be approved at the beginning of his/her work for each period.

The maximum number of hours worked in a week may not exceed twenty (20). Weekly hours cannot be averaged. Therefore, one may not work thirty (30) hours in one week and ten (10) the next and claim twenty (20) hours per week.

If there is a period in which a student must work more than twenty (20) hours per week, **it must be approved in advance by the Payroll Department in order to comply with the Affordable Care Act, and by the VP of Student Affairs and Financial Aid.** **A written explanation from the supervisor must be attached to the amended work agreement.**

Revisions to the Student Worker Agreement must be filed in the Financial Aid office and approved by the Director of Financial Aid prior to any additional hours being worked and/or any additional wages being paid.

It is the responsibility of both the student and the student’s supervisor to make certain excessive hours are not worked and hours are not put on a time sheet which conflict with the student’s normal semester class schedule without documentation.

Upon termination of student’s employment, the supervisor must submit a *Student Worker Exit Date* form to the Payroll Department and shall notify the Office of Financial Aid.

No student may receive a payroll check until all payroll documentation is complete.

THE STUDENT WORKER AGREES TO THE FOLLOWING CONDITIONS:

1. I agree to responsibly carry out the duties and tasks outlined in the job description for the position I am assuming.
2. I understand that unsatisfactory job performance is grounds for dismissal.
3. I understand that failure to report for work is grounds for dismissal and may be interpreted as my immediate resignation.
4. I understand that tardiness for work is grounds for dismissal.
5. I agree to present myself and conduct myself professionally at all times while on duty.
6. I understand any absences from work must be approved by my supervisor.
7. I agree not to work at any time when a class I am enrolled in is meeting.
8. I understand that my acceptance of this position means that I represent the University and I agree to do so at the level expected by my supervisor.
9. I agree to have periodic evaluations of my job performance.
- 10. I agree to not work in excess of my officially approved hours and should I do so, I understand that I will not be paid for any excessive hours.**
- 11. I AGREE TO APPLY ANY WAGES EARNED TO ANY OUTSTANDING BALANCES I OWE OPSU.**

I understand and accept the conditions set forth above in this work agreement.

Student’s Signature

Date

I have discussed the terms and conditions presented above. The proposed student worker and I understand and accept the terms and conditions set forth above. I hereby request for this student to be assigned work in my department/school.

Supervisor’s Signature

Date

Department/School