

WARREN WILSON COLLEGE

Day Student Work Agreement

The Student agrees to work 240 hours in the College Work Program during each semester. In exchange for this work, the College will pay the Student minimum wage/hour.

The Student is required to record all time worked on a timecard, following the procedures published by the Work Program Office. It is the responsibility of the Student to keep track of the amount of undertime or overtime on his/her account. Work schedules must be approved by the work supervisor.

Undertime

At the end of a semester any Day Student not working the hours contracted will lose his/her work contract for the following semester. Day Students fulfilling the graduation requirement of 480 hours who end a semester with more than 6 hours of undertime will be placed on Work Probation for the following semester of their contract. The same probation guidelines apply to Day Students as they do to Resident Students. Information concerning probation can be found in the Student Handbook.

Sick Leave Policy

Day Students are only paid for hours worked. As a day student you are not eligible for sick leave credit. Day Students are covered under Worker's Compensation against any work related injury.

Accounting Procedures

When students report their hours worked to the Work Program Office, these are summarized monthly and forwarded to the Accounting Office. Pay dates will be provided; timecards will be available for pick-up in the Work Program Office.

Tax Forms and I-9 Form

As any employer, the College is also required to have each student worker complete Form W-4 (Federal Withholding) and the NC-4 (North Carolina Withholding) before the initial payroll period ends. Students receive payment monthly. A copy of the pay schedule is available from the Work Program Office.

The Immigration Act of 1986 requires the College to verify an employee's identity and United States citizenship or legal alien status by completing an I-9 form and examination of these documents:

- His/her birth certificate or Social Security card AND Driver's license

OR

- Passport

This must be completed by the third day of employment; failure to complete the I-9 form will result in the inability to work at the College.

Pet Policy:

As all dogs must be on a leash on campus (not tethered)- the Work Program Office has determined that it is not practical in the work place; therefore, students will not be permitted to bring their personal pets to the work place.

Commitment

The undersigned student understands and agrees to the terms of this agreement.

This contract is for FALL SPRING Semester/Year:

Student Name:

Student Signature:

Date: _____