

**Warren Wilson College**  
Resident Student Work Agreement

The Student agrees to work 240 hours in the College Work Program during each academic semester. In exchange for this work, the College will provide the Student with a portion of his/her college expenses. Referred to as Estimated Work Earnings on your Accounts Statement.

Payment will be deferred for the estimated amount of work earnings. In the event that a student withdraws from the College during a semester, the Student will be expected to reimburse the College for the dollar amount of any "unworked" hours.

The Student is required to record any time worked onto 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. **In no case is a student to work more than 40 hours in any one week.** Work schedules must be approved by individual work supervisors.

**Should the minimum wage increase during the academic year, the Work Program Compensation will reflect the new wage. Accordingly, the cost of attending the college will also increase to offset the additional compensation.**

**1-9 Form**

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

- \* Student's birth certificate or Social Security Card **AND** Photo ID
- OR**
- \* Passport

The college must verify the required documents within three days of the date of hire. If the employee is unable to supply the documents within this time, an employer must receive a receipt of request of these documents from the employee within three days of the date of hire. Employees will then be allowed twenty-one days to produce the necessary verification documents.

**Accounting Procedures**

When Students report their hours worked to the Work Program Office, these are summarized monthly and forwarded to the Accounting Office. As an employer, the College is also required to have each student worker complete Form W-4 (Federal Income Tax Withholding) and the NC-4 (North Carolina Income Tax Withholding) before the initial payroll period ends. If a student has payroll taxes withheld from his/her earnings, it will reduce the available amount of net earnings that will be credited to his/her account. In this case, the student will be required to reimburse the college for the taxes at the end of each semester. At the end of each calendar year, students will need to file a tax return with the State and Federal governments to obtain a refund, if eligible.

**Undertime/Overtime**

Undertime results when a student does not complete the required 240 hours by the end of the semester. During the semester, cumulative undertime may be made up by working more than 15 hours per week on their assigned crew. Undertime may also be made up on other crews with the advance consent of the regular crew supervisor and notification to the Work Program Office. Undertime hours cannot be credited from one semester to another. **A student may not work more than 40 hours in a week (Monday - Sunday)** to make up an undertime balance. Hours worked during a break period may not be applied to an undertime balance.

Overtime means that a student has accumulated work time in excess of his/her obligation of 15 hours per Week (240 per semester). This overtime must be offset by working less sometime during the academic semester. Overtime is not permitted to be carried between the Fall and Spring semester.

**Sick Leave Policy**

Sick leave is defined as a "student's inability to attend **both** class and work due to illness." Students not working because of illness must make-up the first three hours of work lost from the resulting illness. Students may apply for sick credit when more than three consecutive hours of work are missed. Documentation from an attending health care professional is required to process the credit request form. Credit request forms may be obtained from the Work Program Office. A maximum of **twenty-seven hours** of sick credit is given per academic year.

**Calculation of Payments Required for Undertime Hours**

A student who is undertime at the end of the semester will be required to re-pay the college for all work hours not worked. Undertime fees will be determined by the number of hours undertime X the rate of pay.

In addition, any student who is undertime by more than 12 hours will be placed on Work Probation.

**Federal Work Study Program Students**

The HIGHER EDUCATION AMENDMENTS OF 1998 (H.R.6. SEC. 444, FLEXIBLE USE OF FUNDS) provides that the College may credit your account with Federal Work Study Funds with your permission. Federal Work Study students have the right to rescind their agreement to have net earnings credited to their tuition account at any time, and are free to receive a paycheck for their personal use. Any student who wishes to do so will not receive a deferment of payment from the College and will be required to pay the entire balance owed for Tuition/Room/Board at the time they rescind the agreement. Your signature below indicates that you accept and agree to having your Federal Work Study net earnings credited directly to your account.

**Commitment**

The undersigned student understands and agrees to the terms of this agreement. This authorizes the College to credit his/her account each payroll period by the amount of his/her earnings from the institution's funds while the student is considered a full-time student within the Work Program at Warren Wilson College.

\_\_\_\_\_  
Student Name - Please print

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date