

Hiring Agreement Form

Electronic Timecard:

- For on-campus work-study, submit hours on **Greenshades** by the pay period due date.
- Supervisor will need to have their work-study employee create their **Greenshades** account on first day of work.
- Off-campus work-study, timecards can be found on the work-study website (www.westerntc.edu/work-study).
- Off-campus supervisor and work-study employee signatures are required on the timecard before it is submitted to the Work-Study Coordinator.
 - The 1st – 15th is due on the 15th of each month,
 - The 16th – last day of the month is due on the last day of the month.

Pay Information:

- Pay rate is \$12.00 per hour
- Pay days are around the 10th and 26th of each month
- Work-Study employees can only earn up to the amount they have been awarded, or until Western's total Federal Work-Study allocation is exhausted.

Fall and Spring Term (September 5 2023– April 19, 2024):

- Work-study employees are allowed to work 12 hours per week
- Work-study employees must be enrolled and maintain at least one (1) credit (not including developmental credits)

Summer Term (May 6, 2024 – August 16, 2024):

- Work-study employees not enrolled or less than half-time (5 or less credits) are allowed to work up to 25 hours per week
- Work-study employees enrolled in at least half-time (6+ credits) are allowed to work up to 12 hours per week

Other Information:

- Supervisor is responsible for discipline when needed, and if problems cannot be resolved, contact the Human Resource Department.
- Supervisor must contact Work-study Coordinator when a work-study has quit or changes to the job description need to be made.
- Work-study employees need to notify both Human Resources and Admissions with changes to address and phone number.
- Both the Supervisor and work-study employee are subject to other guidelines that may arise throughout the school year.

Confidentiality Statement: During the course of employment here at Western, work-study employees may have access to proprietary or confidential information. By signing this you are acknowledging that all information pertaining to a student that is maintained by Western in any form is part of the student's educational records and protected by The Federal Educational Rights and Privacy Act (FERPA), and that you may only access information that is needed to complete your assigned or authorized task. Persons authorized to access Western's student data are responsible for maintaining the privacy and security of these facilities. Student specific information includes but is not limited to verbal, written, faxed, photographic, electronic communication, electronically stored data and software.

By signing this form both the Work Study and Supervisor agree to the following guidelines of the Federal Work-Study program

Potential Work-Study Employee Name (print): _____ **Student ID:** _____

Potential Work-Study Employee Signature: _____ **Date:** _____

Supervisor name (print): _____

Supervisor Signature: _____

Department (print): _____ **Date:** _____

Work-Study will need or be allowed to work weekends: Yes No Maybe

Western Technical College is an equal access/equal opportunity institution.
If you need a reasonable accommodation to participate in this program/activity, please contact Disability Services (Student Section 504 Officer) at 608-785-9875 or John Heath (Employee Section 504 Officer) at 608-785-9464.