**WORK-STUDY EMPLOYMENT AGREEMENT**

All work experience can be educational. We are happy to make this experience available to help meet your financial need as indicated on your financial aid application. You have qualified for the work-study program and a job referral will be made. Every effort is made to assign students to work-study jobs in their major and/or interest area, but this is not always possible.

Your continued participation in the work-study program will depend on your cooperation with the following work conditions. Failure to comply with these conditions will serve as grounds for immediate termination.

1. Be on time and perform assigned duties.

2. Call when you will be late or cannot report to work.

3. Avoid loud talking and excessive visiting.

4. Keep all office information confidential.

5. Do not make personal calls without permission.

6. Be courteous and professional at all times.

**7. STUDENTS MAY NOT WORK DURING SCHEDULED CLASS HOURS even if cancellation**

 **occurs.**

**8. FALSIFICATION OF TIMESHEETS IS GROUNDS FOR IMMEDIATE TERMINATION WITHOUT APPEAL.**

**NOTE: ANY TIMESHEET NOT RECEIVED ON TIME, SIGNED BY STUDENT AND SUPERVISOR WILL BE PAID ON THE NEXT PAY PERIOD. TIMESHEETS 30 DAYS LATE OR MORE MAY NOT BE PAID.**

I have read and understand the above information and agree to accept these standards while employed under the College Work-Study Program at Lonestar College.

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_