

Student Employment Office

Student Agreement



Hello and welcome to the SEO Jobs Board! We hope that you're just as excited about your employment experience opportunity as we are! The below terms and conditions of holding a student employment position at UVM must be read and agreed to prior to exploring the SEO Jobs Board. Again, welcome aboard and best wishes in your UVM employment search.

Employee Rights	
I understand that I have the right to equal employment opportunity under the UVM Policy on Equal Opportunity/Affirmative Action. I also have the right to apply for available positions, accept or reject offers of employment, and know that my supervisor or I may terminate my employment at any time.	
As a student employee, I agree to:	
	Not begin work prior to receiving a confirmation email of my hire from the Student Employment Office and prior to completing an I-9 form. All first time UVM student employees or ones who have not been paid by UVM for a year or more must complete this federal requirement.
1.	In the event that I must satisfy this requirement, I will go to UVM HRS located at 228 Waterman with the following: • Proof of being hired for my position by showing my email notification on my phone or by printing out the email. • Acceptable identification- to view acceptable options, click here.
2.	Report time worked. I will enter my hours in the UVM PeopleSoft Employee Payroll System during or at the end of each shift worked. If I work at a UVM Kronos pay system site, I will swipe my Student ID each shift to record my time. My student employment earnings are subject to state and/or federal income tax and I may update my withholding allowances through the PeopleSoft Employee Payroll System.
3.	Sign up for direct deposit. UVM mandates that all employees sign up for Direct Deposit within the first few days of their employment through the PeopleSoft Employee Payroll System. First time UVM direct deposit payments may take up to two pay cycles, therefore, first time and subsequent paychecks will be mailed to the primary address on file. For direct deposit support, my supervisor and/or the payroll department can provide assistance.
4.	Attend a Preventing Sexual Harassment and Bias Session for Student Employees within the first semester of my employment position and if I am not a first year, transfer, graduate or medical student. These students will/have completed this mandatory training during the first week of classes.
5.	Adhere to standards of confidentiality. I may gain access to sensitive or confidential information and records that may be protected from disclosure by federal or state law. Examples include but are not limited to education records protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). I understand that unauthorized disclosure of such Protected Information can adversely impact the University, individual persons, or affiliated organizations. I understand that fraudulent activity will result in a breach of §C5 and/or §D2 of the Prohibited Acts section of the University Code of Conduct and may be referred for a University hearing pursuant to §B and §F of the University Code of Conduct or a hearing in a Court of Law.

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Federal Work Study

Federal Work Study (**FWS**) is a form of financial aid that provides employment opportunities to help students meet educational related expenses. Under this program, funds are given to UVM to administer to students deemed eligible in accordance with the regulations and guidelines provided by the Congress of the United States and the Department of Education. International, Global Gateway and/or Continuing Education students cannot be considered for FWS.

I understand that:

1. I must review my financial aid package, by logging into myuvm.edu Student Financial Services portal. I will verify if I've been awarded FWS. If yes, I will accept or decline one or both semesters according to the deadline details below in step 2.
2. Securing my FWS award for fall only or for both semesters, means that I will accept my FWS award and be hired into a FWS job by **October 1**. If I chose to cancel the fall portion but keep the spring, I must email student financial services by **October 1**. If neither option is completed by **October 1**, my full FWS award will be canceled. If I elect to do this or am a spring admitted student, I must secure a FWS position by **February 15**.
3. I am paid directly by UVM for any amount earned of my FWS award. Student employment earnings are paid bi-weekly and are subject to state and federal income tax. I may update my state and federal income tax withholding allowances through the PeopleSoft Employee Payroll System once I've been hired into a job. **(Earning overtime wages through Federal Work Study eligibility is prohibited, therefore, a fulltime employee may not be hired into a Federal Work Study job.)**
4. I may have a maximum of three FWS jobs as long as I secure one by October 1. I am also eligible for non-FWS positions and may seek these opportunities at any time.
5. The amount of FWS funding listed in my financial aid package reflects the maximum amount that I may earn in FWS employment. In the event that I earn more, my employment will be terminated and the department that hired me will be charged the overage.
6. If my FWS eligibility changes for any of the reasons listed below, I will be notified via my UVM email. I must notify my employer(s) of any changes to my FWS award.
 - I am eligible for any sources of financial assistance (including grants and scholarships) which are not currently reflected in my UVM financial aid award.
 - Additional applicable financial information is provided to Student Financial Services.
 - There are changes in my enrollment status (must be enrolled at least half time) or if I fail to maintain satisfactory academic progress as defined by the University.
 - Study abroad.