

# 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.

<h3>Employee Rights</h3> <p><b>I understand</b> that I have the right to equal employment opportunity under <a href="#">the UVM Policy on Equal Opportunity/Affirmative Action</a>. 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.</p>	
<p><b>As a student employee, I agree to:</b></p>	
	<p><b>Not begin work</b> 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 that have not been paid by UVM for a year or more must complete this federal requirement.</p>
1.	<p>In the event that I must satisfy this requirement, I will go to UVM HRS located at 228 Waterman with the following:</p> <ul style="list-style-type: none"> <li>• <b>SHOW</b> proof of being hired for my position by showing my email notification on <b>MY PHONE</b> or by <b>PRINTING</b> out the email.</li> <li>• <b>HAVE ACCEPTABLE</b> identification- to view acceptable options, click <a href="#">here</a>.</li> </ul>
2.	<p><b>Report time worked.</b> I must enter and submit my hours through the PeopleSoft Employee Payroll System no later than 12:00 p.m. every other Monday pursuant to the University's biweekly payroll schedule. If my supervisor provides an earlier time entry deadline, I will comply. I am the <b>only person</b> that is certified to enter my time. If I work at a Kronos site, I must swipe my Student ID each shift to clock 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.</p>
3.	<p><b>Sign up for direct deposit.</b> I understand that I am required to sign up for direct deposit. This can be completed within UVM's PeopleSoft Payroll System or by visiting the UVM Payroll Office located at 237 Waterman.</p>
4.	<p><b>Attend a Preventing Sexual Harassment and Bias Session for Student Employees</b> 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. If my attendance is required I will be paid by my employer.</p>
5.	<p><b>Adhere to standards of confidentiality.</b> In the performance of my duties, 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 <a href="#">University Code of Conduct</a> 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.</p>

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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 educationally 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. Not all students are awarded FWS. I will review my financial aid package to verify if I have and will accept or decline my award. I will also agree to the terms and conditions requirement of having this award, if in fact I've been awarded and wish to seek employment opportunities.
2. The amount of FWS funding listed in my financial aid award package reflects the maximum amount of gross FWS pay that I may earn. In the event that I earn more, my employment will be terminated and the department that hired me will be charged the overage.
3. My FWS earnings 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 at any time.
4. 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 or if I fail to maintain satisfactory academic progress as defined by the University.
5. I may have a maximum of three FWS jobs as long as I secure one by the deadlines noted below. I am also eligible for non-Federal Work Study positions and may seek these opportunities at any time.

### I understand that my FWS eligibility will be terminated if I:

1. Do not secure a fall only or full year FWS position by **October 1 or...**
2. Decline the fall portion of my full year award and fail to reserve the spring by **October 1** by contacting [studentfinancialservices@uvm.edu](mailto:studentfinancialservices@uvm.edu) or in person at 223 Waterman. If I elect to do this or am a spring admitted student, I must secure a FWS position by **February 15**.
3. Fail to enroll in classes or study abroad.

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