

Work Agreement

Institutional and Federal Work Study

THE UNIVERSITY (Bushnell) will:

1. Provide this employment to the student as a means to help him/her with educational costs.
2. Pay the student minimum wage for all hours worked and recorded on the time sheet. An incrementally higher wage will be paid in accordance with the Bushnell pay scale for supervisors and tenured student workers.
3. Pay the student on the first business day of each month for hours worked in the preceding pay period.
4. Insist on no more than the workload indicated in the work agreement, which under no circumstances shall exceed 10 hours per week. Student and supervisor may mutually agree to extra hours during a given week but the average for a semester shall not exceed the 10-hour per week limit.
5. Provide every employee with the right to work in surroundings that are free from all forms of unlawful discrimination. Bushnell University will not engage in or tolerate any discrimination in the workplace prohibited by local, state, or federal law. Bushnell University is an equal employment opportunity employer.

THE SUPERVISOR will:

1. Provide instruction, expectations, training and supervision that will enable the student an ample opportunity to conduct themselves properly and successfully carry out their job duties and responsibilities.
2. Commence, in instances of insubordination, repeated improper behavior or failure to satisfactorily fulfill job requirements, to follow a progressive disciplinary process beginning with an oral and written warning and proceeding to suspension, demotion, or discharge with two weeks notice. In general, however, student employees may be terminated at any time, for any reason except for the reasons prohibited in #5 above.

THE STUDENT will:

1. As a condition of accepting employment, endorse Work-Study paychecks to the University and apply earnings to his/her account so long as there is any unpaid balance or payment plan for Bushnell University educational costs.
2. Report to the job and work the duration of the agreed-upon times. If, for any reason, it is impossible to keep the appointment, the student must notify his/her supervisor in advance of the scheduled work hours.
3. Perform the duties as outlined by the supervisor or described in the job description in a satisfactory manner.
4. Attempt to resolve any differences with his/her supervisor before giving notice of termination or transfer. If termination or transfer is necessary, it is customary, though not required, to give at least two calendar weeks notice.