



Student Employment Handbook

Address questions to the Financial Aid Office
financialaid@cn.edu; 865-471-3247
Butler Welcome Center 1646 Russell Ave. Jefferson City, TN 37760

Table of Contents

| | |
|--|-------|
| Statement of Philosophy | 3 |
| Nondiscrimination Policy | 3 |
| Types of Student Employment | 4 |
| Federal Work-study | |
| Institutional Student Employment | |
| Eligibility Requirements | 4 |
| Employment Policies | |
| Federal Work-study | |
| Institutional Student Employment | |
| International Student Employment | |
| Employment Restrictions | |
| Hiring Procedures | 5-6 |
| NEW Student Employment | |
| RETURNING Students- CHANGING Employment from Prior Academic Year | |
| <i>Required Documents</i> | |
| RETURNING Students- KEEPING Same Employment from Prior Academic Year | |
| <i>Required Documents</i> | |
| Work Procedures | 7-9 |
| Program Dates | |
| Wages | |
| Taxes | |
| Maximum Allowed Hours | |
| Payment | |
| Timesheets | |
| Sexual Harassment | |
| Alcohol & Drug Policies | |
| Student Responsibilities | 9-10 |
| Supervisor Responsibilities | 10-11 |
| Termination of Employment | 11 |
| Role of the Office of Financial Aid | 12 |
| Written Warning/Termination Documents | 13-15 |

Statement of Philosophy:

Welcome to the Carson-Newman University student employment program! The Financial Aid Office encourages participation in this employment program for all eligible students who desire to:

- ✓ Meet educational expenses through part-time employment
- ✓ Develop valuable job skills and professional behaviors
- ✓ Enhance success in post-graduate career opportunities and pursuits by providing beneficial work experience and life skills

The Financial Aid Office seeks to provide employment in a variety of academic and administrative departments for all applicants to the extent that their eligibility and the level of available funds permit. The policy of Carson-Newman is to provide equal opportunity to all applicants and employees, regardless of race, color, religion, sex, national origin, physical disability or political affiliation. The purpose of this manual is to provide students with general information regarding rules, regulations and policies of the Carson-Newman student employment program.

Nondiscrimination Policy

Carson-Newman University does not unlawfully discriminate on the basis of race, color, sex, national origin, disability, age, veteran status, or genetic information in provision of its education policies, programs, services and activities or employment opportunities and benefits.

The university does not unlawfully discriminate on the basis of race, sex or disability in its education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the American with Disabilities Act (ADA) of 1990.

Inquiries and/or charges of violation concerning Title VI, section 504, ADA, the Age Discrimination in Employment Act (ADEA) or any other of the other referenced policies should be directed to the Director of Human Resources, 1646 Russell Avenue, Suite 204 Fite Building, Jefferson City, Tennessee. 37760, telephone 865-471-7164.

The university is required by Title IX of the Education Amendments Act of 1972 and its implementing regulation at 34 C.F.R. Part 106 not to discriminate unlawfully on the basis of sex in its education program or activity. This prohibition extends to employment and admission. Inquiries about the application of Title IX may be directed to the Title IX Coordinator, Shelley Ball, Assistant Vice President for Student Services, 2130 Branner Avenue, Maddox Student Activities Center, Office # 2009-C; telephone 865-471-3238; sball@cn.edu and/or to the Assistant Secretary of Education for Civil Rights, U.S. Department of Education.

Types of Student Employment:

Carson-Newman University offers two programs of student employment:

Federal Work Study:

- Awarded to qualifying (need-based students- as determined by FAFSA results) while funding is available
- If FWS is listed as part of your financial Aid in your Aid Notification Letter and/or MYCN account, it is important to know that the amount is only an estimate as you may not be able to complete all the allowable hours but is considered an individual limit approved by the Financial Aid Office.
- Student employment awards/approved allocations are **NOT** credited to a student's semester billing account for the **CURRENT** registration confirmation because income is earned throughout the semester, not prior to the beginning of the semester.
- Being awarded FWS gives you priority to positions available on campus but does not secure an available position.
- If a student is hired by a supervisor within campus and is then approved to work by the Financial Aid Office, all required hiring paperwork must be completed before being able to start working.
- Work study students earn money at minimum wage (unless otherwise stated in the student's hiring packet).
- Paychecks are processed monthly via physical check or direct deposit and are not credited directly to your student account. It is your decision to use the funds for direct (student bill charges) or indirect (books, personal spending habit) costs associated with education.

Institutional Work Study:

- Non-need-based aid
- Student employment awards/approved allocations are **NOT** credited to a student's semester billing account for the **CURRENT** registration confirmation because income is earned throughout the semester, not prior to the beginning of the semester.
- Number of hours eligible to work is only an estimate as you may not be able to complete all the allowable hours but is considered an individual limit approved by the Financial Aid Office.
- If a student is hired by a supervisor within campus and is then approved to work by the Financial Aid Office, all required hiring paperwork must be completed before being able to start working.
- Work Study students earn money at minimum wage (unless otherwise stated in the student's hiring packet).
- Paychecks are processed monthly via physical check or direct deposit and are not credited directly to your student account. It is your decision to use the funds for direct (student bill charges) or indirect (books, personal spending habit) costs associated with education.

Eligibility Requirements

Employment Policies:

- Student eligibility for the **Federal** work-study program is determined by the submission of the Free Application for Federal Study Aid (FAFSA) each academic year. Students must be enrolled in an eligible undergraduate or graduate program with registered hours. Students must have a valid Social Security number before work may begin. Awards are given on a first-come, first-serve basis and not a guarantee of employment.
 - Due to funding restrictions, **Federal** work-study may not be awarded to all eligible students. Those who receive grants, scholarships, loans, or other aid in excess of their

financial need, may have their **Federal** work-study award reduced or removed.

However, these students may still be eligible for **Institutional** student employment.

- Student eligibility for **Institutional** student employment must complete the interview process with a supervisor and enroll in an eligible undergraduate or graduate program with registered hours.
- **International students may also be eligible for Institutional student employment as long as they have a valid Social Security card.** International students who do not have a Social Security card that permits them to work must contact the International Admissions Office for further processing (see Hiring Procedures #2 below).

Employment Restrictions:

- **No student employee may be assigned to a student employment position in a department if the student is related to a college employee within that department.** For the purposes of this restriction, a relative is defined as: parent, child, stepchild, spouse, grandchild, grandparent, brother, sister, half-brother, half-sister, nephew, niece, cousin, aunt, uncle or spouse of relatives or anyone living in the college employee's household. This policy must be considered when assigning or transferring a student employee because it has the potential for creating an adverse impact on work performance or may create either an actual conflict of interest or the appearance of a conflict of interest.
- As a measure of promoting the best environment in which students can learn, the maximum number of hours in which a full-time student may work in a student employment position is 20 hours per week. This limit is based on actual hours and not on an average over a period of time.
- A student may not work two separate jobs at the same time.

Hiring Procedures:

NEW Student Employment and/or

Returning Students- Changing Employment from Prior Academic Year

1. **Students who are awarded Federal work-study and who are looking for part-time employment** should attend the Federal Work Study Job Fair. The Financial Aid Office in conjunction with Student Experiences Office will determine the date, time, and place of the job fair and will notify all Federal Work Study recipients prior to the fair. Supervisors will then conduct interviews with applicants and determine if class schedules are compatible with the position opening. The Financial Aid Office will determine, after the Federal Work Study Job Fair, whether there will be a second "open" work study job fair. If it is determined that a second job fair is needed, Financial Aid will notify all students who are interested in working of the date, time, and place of the second job fair.
 - a. Continuing/current students may not need to attend the Federal Work Study job fair if they are continuing employment in the same location as previously worked.
 - b. Students may also not need to attend the job fair if they are able to reach out to hiring supervisors directly outside of the job fair.
2. **International students-**
A student with F-1 status is not eligible to receive a Social Security number (SSN) unless they have been offered employment in the U.S. In order to receive a Social Security number (and card), the **appropriate paperwork must be obtained from the International Admissions Office** and filed with the local Social Security Administration office. F-1 students must have a SSN and card for on and off campus work.

3. **The department supervisor** will then email the Financial Aid Office with student requests for approval. The Financial Aid Office will evaluate all departmental student employment requests and send confirmation with approved students, number of hours approved to work, and amount approved to earn.
4. **The supervisor must ensure that all appropriate hiring paperwork required by Federal laws of all employees in the United States is completed before a student begins working:**
 - **I-9 Form (*Employment Eligibility Verification Form*)-**
Must be completed by the student and submitted by the department supervisor to the Human Resources Office along with two forms of identification (***driver's license and social security card***). This form is used to verify employee's identity and eligibility to work in the United States.
 - **W-4 Form-**
Must be completed by the student and submitted by the department supervisor to the Human Resources Office. This form allows Carson-Newman University to withhold the correct payroll Federal income tax when applicable.
 - **Direct Deposit Form- (optional but recommended)**
To be completed and returned to the Human Resources Office- which will allow for direct deposit of a student's monthly payroll. This form needs to be accompanied by a "voided" check that the student provides of a valid checking account.
 - **Hiring Agreement-**
Must be completed and signed by the student employee and department supervisor. This form confirms position hired, amount eligible to earn, and approximate number of hours allowed to work per week as approved by the Financial Aid Office. Once the Hiring Agreement is signed and returned to the Financial Aid Office, access to submit and approve hours worked will be available in MYCN.
5. **Students may not begin working until all paperwork is on file with the appropriate offices.**

Hiring Procedures:

Returning Students- Keeping the Same Employment from Previous Academic Year

1. **Students** asked to **continue employment by a particular department supervisor for the upcoming academic year** must be requested by the supervisor to the Financial Aid Office.
2. **The Financial Aid Office** evaluates all departmental student employment requests and sends confirmation with approved students, amount allowed to earn, and number of hours approved to work on a new Hiring Agreement.
 - a. A Hiring Agreement must be completed each year and signed by the student employee and departmental supervisor. MYCN access to submit and approve time will be deactivated and reactivated each year once the new Hiring Agreement in place.
3. **The supervisor must ensure that all appropriate hiring paperwork required by Federal laws of all employees in the United States is completed before a student begins working (*only if information has changed on the I-9, W-4, or Direct Deposit form from the previous year*).**
4. **Students may not begin working until all paperwork is on file with the appropriate offices.**

Work Procedures:

Program Dates:

Campus employment students may work the scheduled length of the semester each semester the student is enrolled: the first day of classes in August through commencement in December if graduating or ceasing enrollment; and the first day of classes in January through commencement in May if graduating or ceasing enrollment. Students who participate (walk) during May graduation are considered graduated and are not eligible to work during the following summer when they are completing classes for their degree.

Student workers may be eligible to work during holidays, breaks, or after commencement in December and May if they are enrolled for the next term and the department supervisor has prior approval from the Financial Aid Office through the supervisor request process.

Students who withdraw from C-N may not work beyond their official withdrawal date.

Wage Policy:

Effective July 1, 2009- the wage rate for all student employees whether in a student employment position or other employment with the college will be the current Federal minimum wage unless a different rate is required by a governmental funding source (i.e. the Bonner Office programs).

Exemptions will be allowed if a license or certification is required for a student to perform a particular function (i.e. Lifeguards / Drivers of vans). These positions must have prior approval from the Human Resources Office and if granted, then a wage supplement of \$.50 per hour will be permitted.

Payroll Taxes:

Federal withholding taxes are NOT deducted from student paychecks during the regular academic year (Aug-May).

If summer employment is available and a student is enrolled at Carson-Newman University, Federal withholding taxes are **NOT deducted** from paychecks (June/July). However, if **not enrolled in summer school** at Carson-Newman University and employed in the work study program, Federal withholding taxes **WILL BE deducted** from student paychecks.

Maximum Allowed Hours:

Approved number of hours allowed to work by the Financial Aid Office must be adhered to by the student and supervisor. If a student meets their award limit before the award period ends, the student may no longer work through the remainder of the award period. The award period is defined as the fall/spring award year, or as individual fall or spring semesters if a student is only enrolled in one semester. A Federal work study award does not include summer employment (see below). Various circumstances may reduce the actual number of hours worked in a particular week (illness, finals, athletic or college event participation, etc), and missed time in one week may be made up in the following weeks if the student and department supervisor agree.

- The following formula is provided to help calculate the number of hours allowed to work per week, which a Federal student should work in order to earn full allocation. **Determined by the Office of Financial Aid and based on FAFSA results and funding.*

Formula- This example is only a guide in calculating the approximate number of hours allowed to work per week to earn full allocations:

Ex. \$1000 (semester allocation)
 Divided by weeks in a semester (15) = 66.66
 Divided by Current Minimum Wage
 = **approx. 9 hours allowed to work per Week**

Summer employment is Institutional student employment, and supervisors must submit an email request by the required deadline in order to be evaluated by the Financial Aid Office. Approval through the Financial Aid Office is based upon the remaining yearly student employment budget. **Students must be enrolled in summer classes or be enrolled in the upcoming fall term in order to be approved for summer employment.**

Work Hour Limitation Policy:

Effective May 20, 2009- as a measure of promoting the best environment in which students can learn, the maximum number of hours in which a FULL-time student may work for the college in a student employment position to **(20) hours per week**. This limit is based on actual hours and not on an average over a period of time. It is the responsibility of the student employee's department supervisor to monitor the **(20) hour weekly** limit and where necessary to reduce work hours to ensure compliance with the limit.

Tennessee state law requires each employee scheduled to work six consecutive hours must have a 30-minute break.

Payment:

Students are **paid once a month on the 16th** for actual time worked during the **previous month**. Payroll is directly deposited to the checking account the student provides during the hiring process. Federal Work Study students who have made prior arrangements with the Student One Stop Office to apply checks to their student account must pick up their monthly checks at Payroll or the Student One Stop Office with a **valid C-N ID** in order to turn over these funds for payment to their student account.

- All student employees must have on file an I-9, W-4 and two forms of Identification (*driver's license and either- social security card*) in order to receive a paycheck.

Student employment awards/approved allocations are **NOT** credited to a student's semester billing account for the **CURRENT** registration confirmation because income is earned throughout the semester, not prior to the beginning of the semester.

If students want to apply work-study earnings to their student account for the **UPCOMING** semester registration confirmation, they must sign the check over to the Student One Stop Office each month.

Timesheets:

Monthly timesheets are electronically access through MYCN.

It is the student's responsibility to insure that timesheets are filled out correctly for each day worked-

- ✓ Actual time-in and time-out worked each day.

- ✓ Total number of hours worked for each day.
- ✓ Weekly totals are the sum of the daily totals for that week.
- ✓ Monthly totals are the sum of all weekly totals.

At the end of the month, the student is responsible for signing and submitting their timesheet, and then making sure that the department supervisor **confirms their daily time-in and time-out, daily/weekly/monthly totals** and then submits their final approval. Time entered without a departmental supervisor's approval will result in the student not being paid on time. The student may have to be paid later in the month or in the following pay period. **Students must have their time entered by 1pm on the 3rd day of the month.**

It is the responsibility of the supervisor to make sure that their student's time is submitted and approved by the 7th of the month in order to be processed for payment on the 16th of the month. Time approved after the deadline may result in late payment or payment out of the departmental budget.

If any of the time reported by the student is incorrect based on the time in and time out recorded on the timesheet, the student's supervisor is expected to correct the time and approve the correct hours worked in order to be paid. If the Financial Aid work study coordinator finds any errors/issues, she has the authority to change the time or totals based on the time in and out recorded and/or a needed update on the time submitted.

Sexual Harassment:

Carson-Newman University employees are free from sexual harassment. The reporting of sexual harassment concerns or complaints is encouraged and expected from all Carson-Newman University employees and students. Corrective measures will be taken to stop sexual harassment whenever it occurs. The Sexual Harassment Policy and Procedures are available in the Student Handbook or on the university website.

Alcohol and Drugs Policies: Standard of Conduct-

Carson-Newman University is an alcohol and drug-free community. The University prohibits the possession, use, distribution or manufacture of alcohol or of illicit drugs, or drug paraphernalia, or the misuse, abuse of or unlawful possession of prescription or over-the-counter drugs, on property owned, leased or subject to the control of the University, or as a part of any of its activities, including but not limited to off-campus activities sponsored by the University or engaged in by any recognized student organization. Further, a federal or state violation of alcohol or drug laws by a student while enrolled at the University, wherever occurring, shall constitute a violation of the University's student code of conduct and will subject the student to disciplinary action. The complete details of the college drug and alcohol policy are available in the "Eagle Student Handbook" or on the University website.

Student Rights & Responsibilities:

A student who accepts employment has the following rights and responsibilities:

- ✓ To **complete all appropriate hiring paperwork** with the department supervisor, which is a commitment to that department, for the academic year or semester if **graduating in December**-*(alert department supervisor so they can plan additional hirings accordingly).*

- **Students MUST NOT begin working until all appropriate hiring paperwork is on file and a timesheet has been produced by and returned to the Financial Aid Office.**
- ✓ To perform duties in accordance with the policies of Carson-Newman University and the specific policies of the employment department. Any questions should be brought to the immediate attention of the department supervisor.
- ✓ To follow a predetermined work schedule based on approved number of hours allowed to work per week that is acceptable to both student and the department supervisor. **Students must NOT work during scheduled class times.** All employees should be consistently dependable, prompt, and reliable in attendance.
- ✓ To notify the department supervisor if running late or illness prevents working during assigned work schedule time(s). Schedule changes must be discussed in advance with the department supervisor. Habitual tardiness and/or failure to observe assigned work hours are not acceptable and is grounds for termination.
- ✓ To maintain a clean, neat and well-groomed appearance while at work. "Dress code" is casual professional, if not determined by employing department.
- ✓ To give department supervisor **two weeks' notice** before termination of employment. However, employment in another department is not guaranteed.
- ✓ To present a **professional attitude** at all times and to be respectful and courteous to all those encountered as an employee of Carson-Newman University.
- ✓ To **maintain monthly timesheet with actual time worked: time-in and time-out and total number of hours worked per day.** Falsifying is grounds for immediate termination. Make sure that **daily total equals weekly totals and weekly totals add up to monthly total reported.**
- ✓ To be **responsible for submitting** and then **getting the department supervisor to check all hours and approve monthly time by the 7th of the following month via MYCN** in order for **payment on the 16th of the following month.**
- ✓ To comply with employment department office and telephone procedures. To obtain prior approval by department supervisor to use office computers and telephones. Time not performing work-related tasks will not be counted as time worked (*ie. personal errands*). Students may work on school-related tasks as permitted by the employment office.
- ✓ To **understand that violation of confidential or sensitive information (*financial or personal*)** with regards to students, parents, employees, or departmental information is **grounds for immediate dismissal.**
- ✓ To **attend training** for employing department policies and procedures if necessary.
- ✓ To make an appointment with the Financial Aid Office with concerns relating to their employment situation or supervisor conduct. **Sexual harassment will not be tolerated, and disciplinary action will be taken.**

Supervisor Rights & Responsibilities:

Department supervisors have the following responsibilities to each student employee:

- ✓ To **submit all student employee requests** to the Financial Aid Office for the upcoming academic year/semester in a timely manner.
- ✓ To **update a job description(s)** for each requested position each year.
- ✓ To **provide** the Financial Aid Office with **December graduation or single semester employment** in order to approve/update student's allocated number of hours eligible to work accordingly.
- ✓ To **complete all appropriate hiring paperwork** with the student for the academic year (or semester if graduating in December) and submit to the appropriate departments.
- ✓ **To not allow a student to begin working until all appropriate hiring paperwork is on file.**
- ✓ **To monitor approved weekly allotment hours** and where necessary, reduce work hours to ensure compliance with the approved limits for each student employee.
- ✓ To **explain clearly** the performance, attendance, punctuality, dress code expected of each student employee, and to provide opportunity for questions and clarification as needed.
- ✓ To **be a role model** for professional behavior and work ethic and to teach efficient job skills for future success.
- ✓ To **set up departmental policy and procedures** training if necessary.
- ✓ To **establish a clearly defined work schedule** convenient for both the student and the department supervisor as it pertains to the position hired. **Students must NOT work during scheduled class times.**
- ✓ To **report** any habitual tardiness and/or failure to observe assigned work hours, violations of confidential or sensitive information (*financial or personal*) with regards to students, parents, employees, or departmental information that are not acceptable. Appropriate **warning/termination paperwork** must be completed and copies sent to the Financial Aid Office.
- ✓ To make sure that **student employees maintain monthly time with actual time worked: time-in and time-out and total number of hours worked per day.** Falsifying is grounds for immediate termination. Make sure that **daily total equals weekly totals and weekly totals add up to monthly total reported.**
- ✓ ***If the daily, weekly, monthly totals are incorrect based on the time in and time out recorded on the timesheet, the work study coordinator has the authority to change the totals based on the time in/out recorded.***
- ✓ To be **responsible for getting students to submit their monthly time** and then **checking all hours and approving student's time by the 7th of the following month in order for timely payment on the 16th of the following month.**
- ✓ To make an appointment with the Financial Aid Office with concerns relating to a student employment situation or conduct. **Sexual harassment will not be tolerated, and disciplinary action will be taken.**

Termination of Employment:

If it is determined by the department supervisor that a **student is in violation** of any Carson-Newman University or departmental policies or procedures, **the student will receive a 1) Verbal then 2) Written warning of pending termination.** These forms must be signed by both parties, and a copy sent to the Financial Aid Office. All documentation will be placed in the student's employment file in the Human Resources and Financial Aid Offices.

Carson-Newman University and the departmental supervisors will immediately place a student employee on leave and promptly refer any acceptable reasons and justifiable causes for termination of employment to the Financial Aid Office. Should actual termination occur, the student will receive from the department supervisor a **Written Notice of Termination** signed by both parties with a copy sent to the student and another to Financial Aid. All documentation regarding student employment dismissal will be placed in the student's employment file in the Human Resources and Financial Aid Offices.

NOTE: The following are grounds for immediate termination:

| | |
|--|-------------------|
| Falsifying Record (<i>i.e. Time Entry</i>) | Insubordination |
| Violating Confidentiality | Sexual Harassment |
| Chronic absenteeism w/out notification | Stealing |
| Violent or threatening behavior | Lying |
| Drug or alcohol use | |

According to the Carson-Newman University student employment program, a student who is terminated from employment **will NOT be eligible for other work-study positions during the current academic year.** In addition, if a student is dismissed from a student employment position in a department on campus, then that student will be **immediately dismissed from any other student employment position on campus** through notification from the Financial Aid Office.

Role of the Financial Aid Office (FAO):

The Financial Aid Office provides the means whereby student employment needs may be recognized and met. However, the ultimate success of Student Employment programs lies within the relationship of the supervisor and the student employee. The Financial Aid Office will always be available for consult or mediation should problems arise. The Financial Aid Office will make every effort to assist students in obtaining campus employment and will provide information to those students and department supervisors who have questions and concerns regarding student employment.

Office hours: 8am-4:30pm, Monday-Friday

Phone: 865.471.3247

****The following pages contain documents to be used when
Written Warning or Termination of a student employee is applicable****
1st VERBAL / WRITTEN Warning

Name of Employee: _____ Date: _____

Supervisor's Name: _____

Department: _____

SUBJECT: 1st Warning

This memo serves as a **1st Warning** issued for the following:

Day _____ Date _____ Time _____ a.m. ____ p.m. ____

Description of incident: _____

As you know, further disciplinary action could result in termination of your employment. Your signature below indicates that this matter has been brought to your attention and that you have met with your supervisor regarding your employment status.

Employee's Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Provide a copy of this form to:

Student Employee

Financial Aid Office

**FAO will also send to the Human Resources Office*

2nd WRITTEN Warning

Name of Employee: _____ Date: _____

Supervisor's Name: _____

Department: _____

SUBJECT: 2nd Warning

This memo serves as a **2nd Warning** issued for the following:

Day _____ Date _____ Time _____ a.m. _____ p.m. _____

Description of incident: _____

As you know, further disciplinary action will result in termination of your employment. Your signature below indicates that this matter has been brought to your attention and that you have met with your supervisor regarding your employment status.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Provide a copy of this form to:

Student Employee

Financial Aid Office

**FAO will also send to the Human Resources Office*

TERMINATION of Employment

Name of Employee: _____ Date: _____

Supervisor's Name: _____

Department: _____

SUBJECT: Termination of Employment

This memo is to inform you that it is necessary to terminate your employment effective _____ due to non-compliance with previous warnings.

Records show that you have received prior warnings as follows:

1st Verbal / Written Warning Dated: _____

2nd Written Warning Dated: _____

To preserve the integrity and quality of this Department, it is in the best interest of all parties involved that your employment be terminated. Your signature below indicates that this matter has been brought to your attention and that you have met with your supervisor.

Employee's Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Provide a copy of this form to:

Student Employee

Financial Aid Office

**FAO will also send to the Human Resources Office*