



Wayne County Community College District Office of Financial Aid

FEDERAL WORK AGREEMENT

STUDENT NAME: _____
LAST FIRST MIDDLE INITIAL

ADDRESS: _____
STREET CITY STATE ZIP

PHONE: _____ TERM: ☐ SPRING ☐ SUMMER ☐ FALL YEAR: _____

I understand and accept the following terms of Federal Work-Study position:

- My daily work hours should not exceed 7.5 hours, and my weekly hours should not exceed 29 hours (**NO EXCEPTIONS**).
- If I work more than 4 hours, I am entitled to an unpaid ½ (30 minutes) hour lunch.
- **Pay Rate:** ■ On-Site positions \$15.00/hr.
■ Off-Campus positions \$17.00/hr.
- I must come to work on time or call ahead of time if I am late or unable to work.
- **NO CALL/NO SHOW ARE GROUNDS FOR TERMINATION!**
- **Falsifying my timesheet in any way will result in the termination of my work-study funds and I will be terminated from the work-study program permanently.**
- I must maintain at least 6 credit hours. If I drop below 6 credit hours, my employment will be terminated.
- I cannot work while my class is in session. **I understand that working remotely is not allowed.**
- Once I begin my assignment, **I cannot transfer between campus to campus, or on and off campus sites. I must stay at my current location until the next semester.**
- Late, inappropriate dress/conduct and failing to call when not coming in during my scheduled work time are grounds for my termination. **Dress attire is business casual (NO BLUE JEANS, LEGGINGS, GYM SHOES OR HATS). Please adhere to the FWS Orientation guidelines.**
- My federal work-study award (Example: \$2,000) is the amount that I must earn. **It is my responsibility to monitor and track my earnings.** I must stop working when I see that I am close to earning my award amount. **Students who have funds remaining at the end of the semester are not allowed to continue working without written permission.**
- **THE LAST DAY OF CLASS for that semester is THE LAST DAY TO WORK unless I have been terminated prior to the last day of class.**
- **I must sign in when I report to work and sign out when I leave every day to be paid for my time worked. Falsifying the time, I arrived to work or when I left work will result in the termination of my work-study funds and I will be terminated from the work-study program permanently.**
- I understand that if I do not turn my timesheet in on the specified day and time, I may not receive a paycheck until the next pay period. For those students who work **off campus; all sign-in sheets and total hours worked for the off-site locations should be emailed to awatts1@wcccd.edu. NO EXCEPTIONS!** Off-campus timesheets will not be processed until we receive a supervisor's approval in an email, and the students have entered their actual work hours in Web-Gate every other Wednesday by 4:30 p.m.
- **By signing this agreement, I acknowledge my understanding and acceptance.**

STUDENT SIGNATURE

DATE

FOR OFFICE USE ONLY

FEDERAL WORK-STUDY ADMINISTRATOR

DATE

REV: DSS-FWS-AI-1-5-2026