

# FEDERAL WORK STUDY HANDBOOK

## **Contact Information**

## **Finding a Match**

**A. Form I-9:**

**valid**

**valid**

**ORIGINAL**

**No student will be allowed to start work, regardless of the department's need, until they have completed the Form I-9 and presented all of their documentation in person.**

**B. W-4 Form:**

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### **C. Background Checks**

### **D. Direct Deposit**

### **Your Responsibilities on the Job**

### **Your Rights on the Job**

## **Your Supervisor's Responsibility**

## **Number of Hours Students Can Work**

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## **Harassment**

- **Harassment-Free Work and Learning Environment**
  
- **Policy Against Sexual Harassment**

## Sick Time, Vacations and Holidays

### Conduct

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personal

### Terminations

## **Grounds for termination**

## **Injuries on the Job – Worker’s Compensation**

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WR WKH +XPDQ 5HVRXUFHV 2IILFH DV VRRQ DV SRVVLEOH

## **Confidentiality Agreement**