Financial Aid Student Employment

Terms and Conditions of Agreement

By accepting this position and commencing employment, the student listed above agrees to the following:

Student employment may be awarded only to a matriculating student of the University and allows for no more than 22 hours per week during the semester and no more than 37.5 hours per week during periods of non-enrollment. This maximum (37.5) shall include all hours in other categories of University assigned work that is performed. Student Employees may not provide classroom instruction and may not evaluate student performance, including assignment of grades of any sort. Assigned supervisors are required to keep attendance records for Student Employees.

1. This contract is subject to the availability of appropriations for this purpose, and it is subject to the conditions of appropriation statutes and the general laws of the Commonwealth of Massachusetts.

2. This appointment expires, as specified, without further notification unless it is cancelled prior to expiration by the University for Non-fulfillment of contractual obligations by the appointee.

3. If the Employee is academically suspended, withdraws or ceases to be enrolled at the University, employment is terminated immediately.

4. The employee is responsible to keep track of the hours worked and is not allowed to exceed the total amount of their contract. If the employee exceeds the contract amount their financial aid award is subject to change.

5. This appointment is temporary and implies no further commitment for subsequent employment. It carries no fringe benefits of the Commonwealth of Massachusetts, confers no rights or entitlements whatsoever except as explicitly provided, and is restricted by the following specifications:

6. The Employee in accepting this contract agrees to abide by all laws, rules, and regulations of the Commonwealth of Massachusetts, the University, and the Chancellor or duly authorized officer acting for him.

7. The employee will receive a bi-weekly payroll check stating wages earned for prior weeks. The payroll stub will show the cumulative earnings beginning January 1 through December 31. The employee must declare these wages (if any) when filing with the Internal Revenue Service. (IRS)

8. TERMINATION OF EMPLOYMENT: The office of Financial Aid reserves the right to withdraw any student employment contract immediately for any improper behavior on the part of said student employees which occurs during their employment at the University.

9. This contract is subject to change at any time if there are changes made to your financial aid award. Examples include but are not limited to changes in housing and enrollment status. You and your supervisor will be notified by email if there are any changes made to your contract amount.