



STUDENT EMPLOYEE AGREEMENT

As a degree-seeking student enrolled for at least 6 credits at Colorado State University-Pueblo and having accepted an employment position, I agree to abide by the following conditions:

1. Maintain Satisfactory Academic Progress as defined by the University's [Satisfactory Academic Progress Policy](#)
2. Maintain at least six (6) credits per period of enrollment for which I am employed.
3. Recognize that work-study is to be earned. Studying, reading, surfing the internet, etc. is prohibited during scheduled work hours.
4. Maintain a professional attitude in dress, speech, and habits.
5. Understand the importance of handling confidential information about the University, faculty, staff, or other students and all confidential information to which I have access must be protected.
6. Work no more than twenty (20) hours per week when school is in session and no more than thirty (30) hours per week when school is not in session.
7. Understand that I may only work with my supervisor's permission when regular University offices are closed such as weekends and holidays.
8. Understand that I may only work with my supervisor's permission if class is cancelled or ends early.
9. Submit an accurate timesheet for approval to my supervisor no later than 5:00 p.m. on the third working day of the month.
10. Coordinate a work schedule with my supervisor, using my class and personal schedules.
11. Assist my supervisor in monitoring my hours to prevent over-earning my work-study award amount.
12. Notify my supervisor no later than the first hour of the scheduled work period if I am going to be late or are unable to work my shift.
13. Understand that excessive tardiness or absenteeism may result in dismissal.
14. Understand that I cannot hold more than one (1) work-study position at a time.

All wages paid to student employees by the University, including those that are earned through the work-study program, are subject to federal and state income taxes and should be reported. Need-based work-study earnings may be excluded from income reported on the Free Application for Federal Student Aid (FAFSA).

Student Signature

Date

Supervisor Signature

Date