

**Lane Community College**  
**2017-18 FEDERAL WORK STUDY Hire Form**

**Student Name:** \_\_\_\_\_ **L#:** \_\_\_\_\_  
*Please print*

**Hiring Department:** \_\_\_\_\_  
*Please print*

**Job Title:** \_\_\_\_\_

**Position Number: W** \_\_\_\_\_ **Hire Begin Date:** \_\_\_\_\_ **TS Org #:** \_\_\_\_\_

**Dates eligible to work are as follows:**

Summer	July 3, 2017	thru	Sept 15, 2017
Fall	Sept 25, 2017	thru	Dec 9, 2017
Winter	Jan 8, 2018	thru	March 24, 2018
Spring	April 2, 2018	thru	June 15, 2018

**Supervisor Name:** \_\_\_\_\_ **Phone #** \_\_\_\_\_  
*Please print*

**Supervisor Agreement**

I agree to hire the above named student in accordance with Lane Community College policies for FWS employment. I will schedule student's work assignments not to exceed 8 hours per day or 20 hrs per week during classes. I agree that I will track the hours worked and that my department is responsible to pay for hours worked beyond the FWS award allotted. To the best of my ability, I will make sure that all work assigned is meaningful and relates to student's major.

\_\_\_\_\_  
*Signature* *Date*

**Student Agreement**

I agree to accept the above employment in accordance with Lane Community College policies for FWS employment. I have read and agree to the terms and conditions outlined in the "**Lane Information Confidentiality Statement**" and "**Federal Work Study Guide**". I accept the responsibility of only working the number of hours I have been allotted.

\_\_\_\_\_  
*Signature* *Date*

**Submit to Human Resources.** Include the following for a new hire: W-4, I-9, Copy of Social Security Card, and Direct Deposit Authorization. Human Resources must have adequate time to load this information into the payroll system **before** a student can record hours.

**Lane Community College - Notice of Non-discrimination** -- Lane Community does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program or activities. The college offers classes in many career and technical education program areas under its open admissions policy, which are open to all students. For more information about the application process and particular course offerings, contact the Enrollment and Financial Services office at (541)463-3100. Lack of English language proficiency will not be a barrier to admission or to participation in career and technical education programs. The people listed below have been designated to handle inquiries regarding nondiscrimination policies.

Title IX Director  
4000 East 30th Avenue, Eugene, OR 97405  
(541) 463-3010  
[minnert@lanecc.edu](mailto:minnert@lanecc.edu)

Chief Human Resources Officer  
4000 East Avenue, Eugene, OR 97405  
(541) 463-5585  
[carrd@lanecc.edu](mailto:carrd@lanecc.edu)