

**Lane Community College**  
**2019-20 FEDERAL WORK STUDY Hire Form**

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

**Hiring Department:** \_\_\_\_\_

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

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

**Student cannot start work prior to the date on the Hire Approval Email from LJC**

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

<b>Term</b>	<b>Start Date</b>	<b>Last Date to Work</b>
<b>Summer</b>	July 1, 2019	Sept 14, 2019
<b>Fall</b>	Sept 30, 2019	Dec 14, 2019
<b>Winter</b>	Jan 6, 2020	March 2, 2020
<b>Spring</b>	March 30, 2020	June 13, 2020

**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 ALL forms to Human Resources.** Include the following for a new hire: W-4, I-9, Copy of Social Security Card, and Direct Deposit Authorization. The Hire Approval Email from Lane Job Connection (LJC) must be attached. 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 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.

Chief Human Resources Officer  
4000 East 30th Avenue, Eugene, OR 97405  
(541) 463-5585  
[carrd@lanecc.edu](mailto:carrd@lanecc.edu)

Title IX Coordinator  
4000 East Avenue, Eugene, OR 97405  
(541) 463-5870  
[deleonjf@lanecc.edu](mailto:deleonjf@lanecc.edu)