

Lane Community College
2024-25 FEDERAL WORK STUDY Hire Form

Student Name: _____ **L#:** _____

Hiring Department: _____

Job Title: _____

Position Number: W _____ **TS Org #:** _____ **Hire Start Date:** _____

Dates eligible to work are as follows:

| Term | Start Date | Last Date to Work |
|---------------|-------------------|--------------------------|
| Summer | July 1, 2024 | Sept 14, 2024 |
| Fall | Sept 30, 2024 | Dec 14, 2024 |
| Winter | Jan 6, 2025 | March 22, 2025 |
| Spring | March 31, 2025 | June 14, 2025 |

Student cannot start work prior to the date on the Hire Approval Email from LJC. Ending date is **6/14/2025**

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's (Federal and State), 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 -- It is a policy of the Board of Education and a priority of Lane Community College that there will be no discrimination and harassment on the grounds of sex or gender, national origin or perceived shared ancestry or ethnic characteristics, religion, age, gender identity or expression, race, color, genetic information, familial relationship, sexual orientation, physical or mental disability (including record or perception of disability), military and veteran status, expunged juvenile record, political affiliation, pregnancy or parental status. Inquiries may be directed to Daniel Brown, Title IX Coordinator at titleix@lanecollege.edu or 541-463-5930, or ADA/504 Compliance Officer Shane Turner, Associate Vice President, Human Resources & Labor Relations 541-463-5115.

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.