

**Student Worker Documentation**

**To be completed at the beginning of the academic year, or at the time of actual employment, or when student worker job assignments change.**

To: Human Resource Department  
From: Responsible Lane Manager & Department  
Date: Date When Student Worker Assignment was/is Initiated  
Re: Student Workers, Article 3.2.7. of LCCEF Contract

Academic Term and Year: \_\_\_\_\_

Name of Student Worker: \_\_\_\_\_ L#: \_\_\_\_\_

3.2.7.1 Current Enrollment

Student worker must be enrolled in 6 or more credits. (confirmation of current enrollment for 6 credits attached – simple confirmation as in “yes” - not the student’s actual schedule)

3.2.7.2 Student’s Major or Discipline: Student’s discipline or major area of student study \_\_\_\_\_ . If a student worker has not yet declared a discipline or major area of study please encourage them to log onto ExpressLane and use the appropriate Banner student form to declare a major or discipline – this can be changed at any time.

3.2.7.3 Duration

Students are eligible for student worker assignments for no more than nine terms. Confirm that the student worker assignments have not exceeded nine terms \_\_\_\_ (“X” confirms).

3.2.7.4 Supervision

The student worker works under the direction of a permanent employee \_\_\_\_ (“X” confirms).

3.2.7.5 Licenses or Work Permits

Are there required licenses or permits required for this student worker assignment? (confirmation and copies of any/all required licenses or permits attached – or not)

3.2.7.6 Proof of Enrollment

Student will provide proof of current enrollment. **Do not request or attach a schedule.** A simple “yes” confirmation of enrollment for 6 credits is sufficient \_\_\_\_ (“Yes” confirms).

General description of student’s duties, tasks and work assignment:

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