

# FEDERAL WORK STUDY (FWS) CONTRACT

Date: \_\_\_\_\_

Name: \_\_\_\_\_

PID: \_\_\_\_\_

**Employment Policy:**

- I must complete hiring paperwork with my employer before I begin working.
- It is my responsibility to read through the FWS website, especially announcements on the “important dates” page to know when the semester begins and ends.
- I must adhere to the all rules and policies established by my employer, including dress code.
- My employer and I must mutually determine a work schedule that does not overlap with my class schedule before I begin to work.
- I have been advised to work no more than 20 hr/wk except during school breaks, when I may work up to 29 hr/wk.
- I may only have one FWS job at a time. If I have an OPS job while working in the FWS program, I must inform my employer of this and my combined hours may not exceed 29 hr/wk.
- I must adhere to the work schedule established. If I want a day off or time off from my work schedule, I must ask permission from my employer.
- I must notify my employer as far in advance as possible if I am not able to come to work due to extenuating circumstances.
- I understand that paychecks are issued on a biweekly basis.
- I must keep accurate time sheets and submit them in a timely manner; otherwise I will be paid late.
- If I falsify any of my time sheets, I will be terminated immediately and have disciplinary actions brought against me by the University of Central Florida.
- I must keep track of my FWS earnings and keep my employer up to date on a biweekly basis to prevent myself from over utilizing my award amount. It is up to my employer’s discretion to either transfer me to their funding account or to terminate me once I approach my FWS limit per semester.
- I have an obligation to perform job duties satisfactorily.
- My employer has the right to terminate me from the job if he/she determines that any of the above expectations are unsatisfactory.
- I must notify my employer if I receive a new award during or after the semester as this may change my FWS award eligibility
- It is up to my employer’s discretion to give me a \$0.25 to \$0.75 raise per year.
- I must give a two-week notice for my employer before quitting.
- If I switch jobs, my new employer has the right to set my pay rate at the previous rate or at the starting salary for the new position (whether it is at a higher or lower rate of pay).

The FWS award is not automatically guaranteed each aid year, and eligibility is based on availability of funding and my federal need. Packaging criteria may vary each year. Therefore, I must:

- File the FAFSA by March 1<sup>st</sup> of each year to increase my chances of being considered for FWS.
- Complete my To Do List
- Complete Verification (if selected)
- Be enrolled and have confirmed attendance for at least ½ time in a degree seeking program at UCF
- Sign the FWS Contract

**Each Semester:**

- I must check my To Do List often throughout the semester to complete any additional documents that may have been added on a periodic basis.
- Maintain Satisfactory Academic Progress (SAP) at the end of each aid term, more information can be found at [www.finaid.ucf.edu/receiving/sap.html](http://www.finaid.ucf.edu/receiving/sap.html)
- I must **maintain** at least ½ time enrollment in a degree-seeking program at UCF each semester. If I plan to drop or withdraw from my classes, I must notify the SFA office and seek counseling on the possible outcome. **The SFA has the right to cancel my FWS award if I do not meet any of the above criteria.**
- I must present to my employer the following before I may start working each semester:
  - **Award Summary**
  - **Class Schedule**

I have read, understood, and agree to abide by the above FWS policies and renewal procedures at UCF.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Would you like for us to advertise your data on a secured site for employers to view?

No, I will contact employers myself.

Yes. If yes, please complete the attached FWS Job Seeker form.

## FWS Job Seeker (Optional)

Your UCF ID/ PID is for our use and will NOT be posted on the Web site.

<b>Student:</b>	Last	First	UCF ID/ PID:
<b>Email:</b>		<b>Phone:</b>	Alt. Phone:
<b>Major:</b>		<b>Level:</b>	<input type="checkbox"/> Fr <input type="checkbox"/> Soph <input type="checkbox"/> Jr <input type="checkbox"/> Sr
		<b>GPA:</b>	

### What skills do you have?

<p><b>Computer Skills:</b></p> <p><input type="checkbox"/> Proficient with entire Microsoft Office Suite or</p> <p><input type="checkbox"/> Microsoft Word <input type="checkbox"/> Microsoft Excel <input type="checkbox"/> Microsoft Power Point <input type="checkbox"/> Microsoft Access</p> <p><b>Web Design:</b></p> <p><input type="checkbox"/> None <input type="checkbox"/> Basic HTML knowledge <input type="checkbox"/> Experienced in a Web Design: What software/program(s): _____ _____</p> <p><b>Typing Skills:</b></p> <p><input type="checkbox"/> None <input type="checkbox"/> Some <input type="checkbox"/> Good</p>	<p><b>Customer Service:</b> phone etiquette, greeting and helping customers</p> <p><input type="checkbox"/> None <input type="checkbox"/> Some <input type="checkbox"/> Good</p> <p><b>Preferences:</b></p> <p><input type="checkbox"/> Any job will do <input type="checkbox"/> Clerical <input type="checkbox"/> Customer Service <input type="checkbox"/> Manual Labor <input type="checkbox"/> Computer <input type="checkbox"/> Tutoring <input type="checkbox"/> Research <input type="checkbox"/> Technical (Hardware/Software or Web knowledge based) <input type="checkbox"/> Community Service</p> <p><b>Other skills:</b> _____ _____ _____</p>
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### Mark your preferred work times:

	Mornings = prior to noon	Afternoons = noon to 5 PM	Evenings = after 5 PM
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

**Do you have your own transportation?**  Yes, I have a car.  No, I use the bus or shuttle.