



2020-2021 Federal Work – Study Agreement

Federal Work – Study (FWS) is a need based, Title IV program that provides undergraduate students part-time employment. This program allows eligible students to earn money to help pay for their educational expenses while gaining work experience. Work – study positions are available on and off the MassBay campus. **Student employees can work approximately 8-10 hours per week while classes are in session with 18 hours as the maximum during fall and spring semesters. The number of applicants may exceed the number of positions available; therefore, submission of an application does not guarantee an offer of employment.**

Approved students for FWS are required to complete their tax information (W4, I-9, M4). Students must complete the onboarding process before they can work. All students are required to complete a CORI check and confidentiality agreement. **Supervisors must receive an approved “Requisition Status” email before a student may work.**

PERSONAL INFORMATION *(please type or print clearly)*

Student Name: _____ MassBay ID: _____

Email: _____ Major: _____

Phone: _____

INTERESTS

This form is for interest in applying for academic year 2020-2021.

Have you ever worked as a Federal Work – Study employee at MassBay?

Yes If yes, last date of employment (semester & year): _____

No

STUDENT CERTIFICATION AND SIGNATURE

I certify that all information reported by me in this application is true and accurate. I accept this Federal Work – Study award and understand the following:

My pay rate will be no less than Massachusetts minimum wage, while I am employed.

My obligations as a work – study employee

I cannot begin work until my hiring paperwork is completed and when my supervisor notifies me.

If I work for an off-campus agency, I agree that I am covered by a health insurance policy and shall provide for my own medical expenses if necessary.

Under no circumstances, should I work during scheduled class hours.

Student Signature _____ Date _____

SUPERVISOR CERTIFICATION AND SIGNATURE *(please type or print clearly)*

I have attended the mandatory supervisor training and I have received a copy and read the Student Employment Federal – Work Study Supervisor’s Guide. I understand and agree to adhere to all policies and procedures listed within the Supervisor’s Guide. I have reviewed this student’s work schedule and class schedule to ensure student is not working during class hours.

Office/ Department student will be hired in _____

Job title as written on posted job: _____

Supervisor Signature _____ Date _____



Family Educational Rights and Privacy Act (FERPA) Student Employment Statement of Confidentiality

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. In compliance with FERPA MassBay does not disclose identifiable information contained in student education records. It is important to familiarize yourself with of the basic provisions of FERPA.

These laws establish security and privacy protocols for all non-public information including student record and employee information, health and medical records and financial data (“Confidential Information”). Individuals should be aware that these laws have various definitions of what information is considered confidential or private and have various exemptions as well. If an individual is uncertain whether certain information is considered confidential or private, they should seek clarification from their immediate supervisor.

Unless your position specifically requires you, you may not disclose information about a student to anyone. To do so is a violation of federal law.

I have read and understand my employee responsibilities as stated under the Family Educational Rights and Privacy Act Statement of Confidentiality.

Signature

Date