



2033-2034

Student Employment Program Handbook

For Student Employees

Issued by Eastern Wyoming College's Financial Aid Office

Eastern Wyoming College

Employee Handbook

Revised 4/11

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INTRODUCTION

Eastern Wyoming College STUDENT EMPLOYMENT PROGRAM

MISSION STATEMENT

The mission of the Eastern Wyoming College Student Employment Program is to provide financial assistance to students through employment opportunities. The program fosters diverse employment opportunities, leadership development, transferable life skills, and personal and career development of student employees.

Because the program is designed for students who are in need of employment to assist in financing their college costs, preference is given to students with financial need. Students must be enrolled as a degree-seeking student at Eastern Wyoming College in order to be eligible for student employment.

The Eastern Wyoming College Employment Program is coordinated by:

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EXPECTATIONS

Expectations of Student Employees

General

- Pursue employment opportunities.
- Complete all college, federal, and state employment forms prior to beginning work.
- Obtain a work authorization form for each job.
- Report hours worked to supervisor on individual time sheets.
- Work no more than 15 hours per week when classes are in session.
- Check with the Financial Aid Office on the last day of every month for their paycheck.
- Contact the Financial Aid Office Staff with problems related to employment.

Attendance

The College depends on student employees! Students are expected to be reliable, punctual, and dependable in attendance. If a student is not able to work due to illness or other excused absence, they must notify their supervisor. Unexcused absences may jeopardize the student's employment.

Fulfillment of Job Requirements

Students have a responsibility to perform the job according to the job description provided by the department or agency. Failure to meet expectations could result in the loss of the position.

Work Award Obligations

Students are asked to remain in their position minimally for one semester. This provides the student an opportunity to develop meaningful relationships with co-workers, develop a reference for future positions, and provides adequate time to determine if the position is a "match" for the student's interests, skills and abilities.

Students are responsible to work with their supervisors to monitor their earnings to be sure that they are on schedule to completing their work award.

For more information on this, see "Earning Complete Work Award."

Fulfillment of a student's work award is contingent on the student's willingness and availability to work. Student is expected to give adequate notice (at least 1 week) to their employer before terminating employment.

Confidentiality

Students are required to maintain the confidentiality policy.

The Family Education Rights and Privacy Act (FERPA) of 1974 mandates that information contained in a student's education records must be kept confidential, including:

Student's Class Schedule

Academic Transcripts

Grade/GPA Information

Student's Social Security Number (SSN) – may not be given out or posted in any manner

Supervisor/Departmental Expectations

(as posted in the Supervisor's Handbook)

Supervisors are expected to serve as role models for student employees and through this process the Student Employment Program has certain expectations of supervisors of students.

- **Provide an environment where students will learn transferable life skills and leadership skills**

Jobs should include the opportunity for students to learn life skills such as communication, time management, reliability, initiative, teamwork, problem solving, working independently, and ethical decision-making.

Departments should maintain clear job descriptions that include life skills.

Include students in the decision making process whenever appropriate.

- **Provide accurate job descriptions and clear job expectations for student employees**

Job descriptions need to be current and accurate. (See section on job descriptions)

The department must provide clear written job expectations for student employees – these expectations should include policies regarding confidentiality, attendance, punctuality, and safety requirements.

Departments are encouraged to have a departmental handbook.

- **Provide a formal hiring process** (See section on "Hiring Student Employees")

- **Complete necessary student employment forms required by the Financial Aid Office (FAO)**

Before allowing a student to work, make sure he/she is authorized to work by the Financial Aid Office.

The student should present you with a work authorization form. Complete the entire authorization form with the needed information and return to the Financial Aid Office. This will help us to monitor those students who are working for more than one department. All incomplete authorization forms will be returned.

- **Provide orientation, training, and evaluation for all employees** (See sections on "Hiring Student Employee" and "Training, Evaluation, & Termination")

- **Regulate a work-study student's work so that the eligibility is not exceeded** (See "Earning Complete Work Award.")

- **Notify the FAO when a student ceases work in your department**

- **Notify the FAO when you have a job opening so that a qualified student may be found to fill it**

- **Recognize and energize student employees**

Supervisors are encouraged to offer feedback to students routinely, including rewarding employees for excellent work.

- **Celebrate successes by:**

- Writing a note of appreciation

- Giving a sincere compliment

- Sending an e-card

- Making a sign and posting it in your work area

- Recognizing excellence in front of their peers

- Celebrate National Student Employee Appreciation Week with your Student

- Employees – the second full week in April

PROCEDURES

HIRING

Job Postings

Job openings on campus and at approved community service agencies are online on the EWC website at <http://ewc.wy.edu/future/finanaid/workstudy/index.cfm>.

Eligible Students

Eligible, returning students may wish to secure employment for the following academic year during spring semester before leaving for summer break. An eligible student is one who has worked during the academic term prior to the subsequent fall (i.e., employed during 2010-11 and seeking employment for academic term 2011-12) and continues to have financial need (as determined by the FAFSA calculations). Students are generally eligible for the same amount of an award for the next academic term, as they were eligible during the current academic term. Returning students are still required to get a work authorization form in the Fall from the Director of Financial Aid prior to beginning work for the following academic year.

Institutional/ Federal Awards

The Financial Aid Office will determine whether or not a student is eligible to work. If the student is eligible to work, the student will be paid with Federal Work Study (FWS) funds. If the student does not have Federal Work Study eligibility, they will be paid from Institutional (IE) funds. Institutional guidelines dictate that the policies and procedures for employing students through Institutional Employment (IE) are structured after the FWS guidelines except they are not considered a financial aid resource when the Financial Aid Office packages a student's Federal Financial Aid Award.

Work Authorization Forms

Eligible students are to complete a Work Authorization form ~~each year~~, indicating how many hours, award category (IE or FWS) and for whom they will be working. Only students with a work authorization form are eligible to start work. All students need to pick up a work authorization form from the Financial Aid Office. Work Authorization forms are due in the Financial Aid Office **before** a student may start to work. This is to ensure that all required paperwork is complete.

Students do not have to have Federal Work-Study eligibility to be able to obtain institutional employment, except for certain community service positions.

A sample Work Authorization form and how to complete it is available in the Appendix.

PERFORMING DUTIES UNRELATED TO THE JOB DESCRIPTION: Student employees may not perform work unrelated to their job description. Examples include: typing personal correspondence/dissertations/manuscripts/etc.; working on projects for a supervisor's non-college business; running personal errands; babysitting; etc.

A sample job description is available in the Appendix.

Applications

The application provides a consistent method for the supervisor to review all interested applicants to the position and for the student to provide an initial overview of her/his skills and abilities. Students must complete an application online on the EWC website that will be emailed to the Financial Aid Clerk and to the Supervisor for that position.

A sample job application is available in the Appendix. This application is also available on the EWC web site. Students must complete this form online.

Students are encouraged to seek career advice and assistance from:
EWC Counseling/Testing Center, TEB133, (307) 532-8316

Interviewing

Interviews are a significant part of a hiring decision. The interview is used to determine if the applicant's skills, abilities, and interests are a good match for the position. It is also an opportunity for the supervisor to gain additional information not provided in the application or resume.

ON THE JOB

Job problems

Problems with the job (e.g., work schedule, job expectations, not getting enough hours to fulfill her/his work award) should be discussed with the student. Contact the Financial Aid Clerk if the situation cannot be resolved.

Dress code for student employees

Students are expected to be appropriately attired for the position they hold. Some departments may have a specific dress code to follow.

Meal and other breaks

Please remember that the college does not pay for lunch or dinner time. Therefore, students who work a large number of hours in one day should not include time taken lunch or dinner when recording their hours worked for that particular day.

Confidentiality

Students are required to maintain the confidentiality policy.

Jury duty

Eastern Wyoming College supports student civic involvement. If a student is summoned for jury duty and is required to report for duty, a leave of absence will be provided for the time actually served during the regularly scheduled hours. The student's schedule may be altered at the supervisor's discretion to accommodate the conflict between jury duty and the student's regular work shift.

Vacation/Sick Leave

Student employees are not eligible for paid vacation or sick leave during the academic year or summer.

TRAINING, EVALUATION AND TERMINATION

Orientation and Training

Departments are expected to have training and orientation for all student employees. The orientation session should include departmental policies & expectations, staff introductions, departmental tours, safety information, scheduling, and specific training for the particular job (i.e. telephone etiquette for a position where the employee will be answering the telephone.)

Departments are required to provide necessary safety training for student employees.

Evaluations

The performance evaluation is an integral part of every employment position. When thoughtful time is invested in the process, evaluations are a valuable tool in developing the student employee, for the supervisor to provide and receive feedback, and to assist in strengthening the employment environment.

Nearly every position in the job market has some form of job evaluation. Employers have performance expectations that need to be met by their employees. These expectations may come directly from the head of the organization and/or as goals set by the individual employee. It is crucial that an understanding of this process is started early in a student's career. By utilizing evaluation forms, students gain an understanding and exposure to what will be expected in the work place after college.

Each year, Student Employment receives many requests for background checks and employment verifications (future employers, background checks, mortgage lenders, rental agreements). With written consent, the agencies often ask for

information pertaining to a student's campus employment performance. Having written employment evaluations on file are helpful in providing accurate information.

Each student's job performance is recommended to be evaluated at least once per year. The evaluation should be based on dependability, completion of job expectations, attitude, initiative/leadership, quality of work, and other areas. (See Appendix for a sample of the job evaluation. This form is also available on the M: Drive under Student Services)

The student employee and supervisor should meet to discuss the student's job performance. A written evaluation, completed by both the student and supervisor, should be forwarded to the Financial Aid Office. The evaluation becomes a part of the student's employment file.

Key Points to a Good Evaluation Session

- Set up a date and time to meet in advance. Give student the paper work to be filled out and give any specific directions needed.
- Meet with student in a private and confidential location.
- Meet in a relaxed atmosphere with no barriers in the room between the two of you.
- Keep the evaluation relaxed and let the student do 80% of the talking.

Job Termination

If a student decides to quit a job, he/she should give at least a one week advance notice to the supervisor so that a replacement may be found.

VOLUNTARY TERMINATION:

Student employees may voluntarily terminate their jobs at their own discretion. Reasons for student resignation might include:

- Course work overload
- Class scheduling conflicts
- Other job opportunity
- Graduation
- Co-op or intern opportunity
- Conflict with employer or co-workers
- Unsatisfactory performance

INVOLUNTARY TERMINATION WITH NOTICE:

Supervisors may terminate students' jobs with notice for a number of reasons. These reasons may include:

- Federal Work Study earning maximum met. Federal regulations state that the College may not provide assistance to students in excess of their computed financial need. Thus, when students earn the entire work award, they must be released from their job. Requests for consideration of special circumstances must be discussed with the Director of Financial Aid.
- Elimination of a position
- Lack of funding
- Scheduling conflicts

INVOLUNTARY TERMINATION WITHOUT NOTICE:

Supervisors have the right to terminate student employees without notice for students found to be in violation of College behavioral standards. Some examples of violations include, but are not limited to:

- Frequent tardiness
- Breach of confidence
- Timesheet falsification
- Repeated unexcused absences or tardiness
- Theft
- Use of drugs or alcohol during or immediately prior to the work shift

DISMISSAL GUIDELINES

It is recommended that the student should be given 2 warnings before being dismissed from the job. Supervisors may enforce more rigid guidelines if they wish, as long as they are communicated (preferably in writing) to the student when he/she is hired. A sample dismissal form is available in the Appendix.

STEP 1:

Supervisor completes Job Performance Warning form each time a warning is given. The form should indicate in the designated place whether it is a 1st, or 2nd warning.

STEP 2:

Supervisor sends warning to the Director of Financial Aid each time a warning is issued.

The supervisor should keep a copy for his/her record so that he/she can keep it as documentation to support any dismissal of a student.

STEP 3:

If the problem happens a 3rd time, the student should be dismissed. The form should then be marked for a dismissal and sent to the Directory of Financial Aid.

STEP 4:

The Financial Aid Office staff will advertise the job opening per the supervisor's request and try to find a replacement. When the student is terminated from a campus job, the Financial Aid Office staff is not obligated to find a replacement job for the student although he/she still has the opportunity to pursue other employment if he/she desires.

PAYROLL PROCEDURES

Earnings

Campus positions are paid at a base rate, \$7.25 per hour of work performed. Paychecks will be distributed through the Financial Aid Office on the last day of each month. If the last day of the month falls on the weekend, the paychecks will be distributed on the Friday prior to the last day of that month.

Students have the ability to choose how to use their student employment earnings.

Taxes

All earnings are subject to statutory state and federal income tax regulations. Students enrolled at least half-time during the academic year are exempt from FICA/Medicare (Social Security) taxes. During the academic year, gross earnings are applied to the student's work award; net earnings are issued to the student by check. The maximum gross amount a student may earn for the academic year is stated in the work award and work authorization form.

Tax Withholding Forms

Students are responsible for completing and signing their tax forms and returning them to the Financial Aid Office. Tax forms include, but are not limited to:

W-4 form (federal tax withholding form)

I-9 form * (INS verification of employment eligibility and identity)

Samples of these forms are available in the Appendix.

All students must possess a valid United States Social Security number. International students who do not possess a valid U.S. social security number must apply for and receive a social security card prior to any earnings being paid.

* NOTE: INS regulations require the I-9 to be completed within three (3) days of hire in order for the employee to continue working. Students are not authorized to work without returning all payroll forms to the Financial Aid Office.

Time Sheets

Federal student employment guidelines require hours worked to be documented on a time sheet. Students can only be paid for hours actually worked and may not be paid for sick leave, vacation pay, funeral leave, or holiday pay. Please remember that the college does not pay for meal times. Therefore, students who work a large number of hours in one day should subtract time taken for lunch or dinner from the total hours worked for that day. The time sheets are to be completed with the total number of hours worked by the employee and must be verified and signed by the supervisors. EWC requires the student to sign his/her timesheet. A time sheet must be completed each month for each job worked. The supervisors are responsible for electronically signing the time sheets by the 15th day of each month.

Late timesheets will not be processed until the following month. It is the supervisor's responsibility to sign the timesheet by the due date. It is the student's responsibility to make sure they sign their timesheet.

Federal and state financial aid and payroll regulations governing the monitoring, reporting, authorization, and disbursement of student employment earnings are very explicit. The policies of the Eastern Wyoming College's Student Employment Program must operate under these regulations. Violations could result in financial penalties and/or the loss of Title IV financial aid for Eastern Wyoming College.

Misrepresentation of hours on a student's time sheet will result in immediate dismissal of the student.

The weekly pay period is Sunday through Saturday. Overtime is not permitted for student employees and is defined as when a student works more than forty (40) hours in one week.

If the supervisor is unable to sign the student's timesheet on the date it is due, arrangements should be made for an authorized staff person, who is able to verify the hours worked, to sign in the supervisor's absence.

The exact number of hours the student worked for the day should be recorded on the timesheet. Students should not "lump" hours together (i.e., if a time card is late, total hours for the previous month should not be listed on one day). Some departments require students to punch in and out on a time clock. The department provides time clock timecards. Hours must be transferred to the timesheet.

Supervisors are encouraged to keep copies of the completed monthly timesheets in order to monitor their student's hours to make sure the student does not work more than his award. Timesheets MUST be submitted within 30 days of the last recorded day of work. Please remember that a student can work no more than 15 HOURS PER WEEK during the school term.

POLICIES

WORKING MORE THAN ONE JOB

Students may work more than one job through the Student Employment Program provided that the total number of hours between the positions does not exceed her/his total work award. Example: If the student's work award is \$1200, s/he may work two positions at \$600 each.

Students should coordinate their work schedules with both supervisors to ensure they do not exceed their overall work award.

VOLUNTEERING IN A DEPARTMENT

Students are not eligible to volunteer in a position that normally receives monetary compensation. This includes those students not eligible for a work award and students who have reached their work award limit.

WORKING FOR A RELATIVE

Eastern Wyoming College has been adhering to the following practices regarding working with a relative:

A person is not permitted to directly supervise a relative.

A person is not permitted to sign and verify a time card of a relative.

These practices are in place to avoid potential conflicts of interest.

WORK AWARDS

Declining Work Awards

If a student declines her/his Federal Work Study award for the year in which it is offered as a part of the financial aid package, it may not be offered in subsequent years. Students may request to add/reinstate Federal Work Study to their financial aid package after seeing the financial aid director to discuss if they are eligible for the program, and receive advisement on any effects this request may have on their financial aid.

Earning Complete Work Awards

Fulfillment of the work award depends on the student's willingness and availability to work. The work award reflects the potential earnings and only hours actually worked will be paid. A reduction in hours worked will reduce the earned amount of the student's work award. The department is expected to provide opportunity for the student to earn the number of hours for which s/he has been hired on the work authorization form.

Please keep in mind that *ALL HOURS WORKED* during the academic year, August through May including all college breaks, count toward a student's maximum earnings limitation.

Federal regulations state the College cannot provide financial assistance to students in excess of their computed financial need. All students are aware of what they can earn according to their aid award and should not expect to be paid for anything more. Once they reach their maximum, they've used up their eligibility and thus, they should stop working immediately. Departments and students are encouraged to plan ahead in order to avoid termination at an inopportune time.

The Financial Aid Office keeps a cumulative total of the amount earned by each student worker. It is also recommended that the department and the student also keep a cumulative record of the amount earned so that a work schedule may be adjusted accordingly.

Students are generally permitted to have only one job. If students are not getting enough hours to earn their award amount, then they may apply for a second job that will give them enough hours after the third week of the semester. Both jobs combined **MUST NOT EXCEED** the maximum number of hours for which a student is eligible as awarded by the Financial Aid Director.

A supervisor may “lend” their work-study student to another department or supervisor that may need additional help or did not receive a work-study position. The hours a work-study student is on “loan” will count toward s their total eligibility. Students do not receive additional work-study hours when they are on “loan” to a different department or supervisor.

COMMUNITY SERVICE POSITIONS

A community service positions are available off campus. Students **MUST** be eligible for the Federal Work-Study Program to be eligible for these positions.

Eastern Wyoming College currently has a partnering contract with Lincoln Elementary School.

A list of available jobs (ranging from reading tutors to care providers) is available online at:
<http://ewc.wy.edu/future/workstudy/index.cfm>

TEMPORARY WORK - EMPLOYMENT DURING FALL/SPRING/SUMMER BREAKS

Students are not authorized to work during breaks utilizing work-study funds. Departments pay for temporary employment during breaks from their departmental budgets.

OFF CAMPUS EMPLOYMENT

Eastern Wyoming College has a list of off-campus job openings posted on the community bulletin boards. Employers in the local area are encouraged to list their job openings with the college. Off-campus positions are open to all EWC students. Students may contact potential employers directly and are hired directly by the off-campus employer.

Disclaimer:

Eastern Wyoming College is unable to research the integrity of each organization that lists job openings. Therefore, students are urged to undertake this responsibility themselves. Students should exercise caution and discretion when contacting or applying for a position with off-campus employers, should not go alone to a residential address to apply for a job, or put themselves in a vulnerable situation. Even the best job opportunity is not worth jeopardizing personal safety.

Affirmative Action/Equal Employment Opportunity Statement

Eastern Wyoming College does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VII, Title IX, and Section 504, and Americans with Disabilities Act, may be referred to the Coordinator of Human Resources, Eastern Wyoming College, Torrington, WY 82240, or phone (307) 532-8330, or the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building Cheyenne, WY 82002-0050, or (307) 777-6218.

Drug-Free Workplace Policies

All student employees will receive information regarding EWC’s position on drug and alcohol abuse as required by the Drug Free Workplace Act. All students must sign and return the certification that they have received this information.

Safety Training

Safety training is provided by supervisors for various positions.

APPENDIX

SAMPLE WORK AUTHORIZATION FORM

Example of a Work Authorization Form & How to fill it out

The image shows a sample work authorization form with the following fields:

1. Award Year: _____
2. Employer - Please Print _____
3. Student Employee _____
4. Social Security No. _____
5. Hours per week for this position (FWS) **5A** (IE) **5B** _____
6. Does the student have additional eligibility? Yes No
7. _____
Signature of Employer
8. _____
FA Approval

COMPLETING THE WORK AUTHORIZATION FORM

The work authorization form is used to track where students work and the number of hours they are hired to work. *Any incomplete forms will be returned to the supervisor for completion.* Please be sure to complete the **entire** form to prevent delays in student authorization and pay.

1. **Award Year** – Completed by the FAO – this determines what award year the student is being paid from.
2. **Employer** – This is the person that the student will be working for. (Please Print)
3. **Student Employee** – This is the student’s name. (Please Print)
4. **Social Security No.** – This is the student’s social security number.
5. **Hours per week** – This is the number of hours the student is authorized to work per week in this position.
5A. FWS – This states if the student is a Federal Work-study and will be paid by Federal funds, or
5B. IE – States if the student is an Institutional Employee and will be paid by Institutional funds.
6. **Does the student have additional eligibility?** This lets the student and the FAO know if they have additional work-study eligibility.
7. **Signature of Employer** – This is the Supervisor’s signature- this acknowledges that they have hired the student.
8. **FA Approval** – Financial Aid staff will initial here stating that the student has eligibility.

We recommend retaining a photocopy of the work authorization, so that you will always have the Student’s SS number and whether they are FWS or IE when filling out the student time sheets.



Eastern Wyoming College
3200 West C Street
Torrington, WY 82240

SAMPLE

CONFIDENTIALITY STATEMENT

TO STUDENT AND SUPERVISOR: You both must complete this confidentiality statement. If a work-study student works with student or family personal records or information, or if they might come in contact with such information, the student hired must complete and sign this statement. The supervisor must then sign it and return it to the Financial Aid Office.

STUDENT EMPLOYEE STATEMENT OF UNDERSTANDING OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

I, _____ (Print Student's Name) understand that by the virtue of my employment as a work-study student at Eastern Wyoming College, I may have access to, or come in contact with, records which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act (FERPA) of 1974.

I acknowledge that I fully understand that the intentional disclosure of this information to any unauthorized person could subject me to crimina and civil penalties imposed by law.

I further acknowledge that such willful or unauthorized disclosure also violates Eastern Wyoming College's policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

Student's Signature Date

Supervisor's Signature Date

Sample Warning/Termination Notice

_____ (student's name) has been issued a job performance warning for his/her unacceptable behavior in accordance with his/her employment with _____ department on _____ (dates).

Supervisor's Explanation: _____

Supervisor's Signature Date

Student Employee's Signature Date

- () Warning 1 _____
- () Warning 2 _____
- () Dismissal _____

CC: Student
Supervisor
Director of Financial Aid

PLEASE DISTRIBUTE COPIES AFTER DISMISSAL

SAMPLE

Name: Last, First, MI (Please Print)

**EMPLOYEE CERTIFICATION OF NOTIFICATION
REGARDING A DRUG-FREE WORKPLACE AT
EASTERN WYOMING COLLEGE**

I certify that I have been provide d inform ation describing the standa rds of conduct th at prohibit the unlawful possession, use, or distrib ution of illicit dr ugs an d alcohol. I have also received inform ation regarding legal sanctions, health risks, assistance program s, and college disciplinary sanctions for employee behavior associated with illicit drugs and alcohol abuse.

Employee’s Signature

Date

I certify that I have been provided a copy of the EASTERN WYOMING COLLEGE STUDENT EMPLOYMENT HANDBOOK.

Employee’s Signature

Date