

LABOR ACADEMIC TERM STATUS FORM

Use Only for academic year, breaks, or summer school

The purpose of this form is to establish student work status during an academic term or terms (Fall, Short, Spring, Summer) or during a break period (Thanksgiving, Christmas, Spring Break).

ID #	STUDENT NAME	CLASSIFICATION	YEAR/TERM	CPO

BASE						
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PRIMARY CONTRACT	POSITION #	POSITION TITLE	HOURS per week	WLS Level	DEPT #	DEPARTMENT TITLE	START DATE
	X _____ PRINT PRIMARY STAFF SUPERVISOR NAME SUPERVISOR TO WHOM STUDENT DIRECTLY REPORTS (Primary Contract)				X _____ STAFF/SUPERVISOR SIGNATURE Any authorized dept. staff member may sign this form to approve a primary contract. Primary Contract Supervisor signature required for approving a secondary contract.		

SECONDARY CONTRACT	POSITION #	POSITION TITLE	HOURS per week	WLS Level	DEPT #	DEPARTMENT TITLE	START DATE
	NOTE: All secondary contracts require the approval and signature of the primary contract supervisor (above).						
X _____ PRINT PRIMARY STAFF SUPERVISOR NAME SUPERVISOR TO WHOM STUDENT DIRECTLY REPORTS (Secondary Contract)				X _____ STAFF/SUPERVISOR SIGNATURE Any authorized dept. staff member may sign this form to approve a secondary contract.			

PRIMARY AND SECONDARY POSITION CONTRACTS

PRIMARY	Position through which a student meets the primary labor requirement during an academic term (Fall/Spring, Short, or Summer). All students sign a Student Labor Contract upon admission to Berea College. In signing this contract, each student agrees to: <ul style="list-style-type: none"> work a minimum of 10 hours a week & adhere to the work schedule as required by the position & arranged with the supervisor; work any additional hours as contracted as scheduled and secure approval for contracts for more than 15 hours per week; The total contract hours for a primary position during an academic term is based on the hours per week (10, 12, or 15). The total contact hours: 10-hour position (150 hrs. Fall / Spring, 40 hrs. Short, 80 hrs. Summer), 12-hour position (180 hrs. Fall/Spring, 48 hrs. Short, 96 hrs. Summer), 15-hour position (225 hrs. Fall / Spring, 60 hrs. Short, 120 hrs. Summer).
SECONDARY	Position taken by a student in addition to his/her primary position. Students may take secondary jobs as a means of earning extra income, learning a new skill, participating in a desired program, or providing an important service. Primary supervisors must approve secondary positions and they may not interfere with the student's primary performance.

SUPERVISOR CHECKLIST

1	All applicable fields have been entered, including: ID, student name, position #, position title, contract hours, WLS level, department # and title, printed supervisor name, and start date	
2	You have provided the name of the student's primary staff supervisor. This is extremely important for web-based time reporting and evaluation purposes.	
3	You have reviewed the requirements of the position and of the labor department with the student	
4	You have signed the form (if you are completing this as a secondary supervisor, the primary supervisor signature is also required).	

Student: Your signature signifies that you have read, understand, and fully agree to the conditions that apply to the position(s) outlined above. Please verify all information and address any concerns with your supervisor before signing and submitting this status form.

For Student Payroll Use Only
Tax Form On File _____
Entered _____ Date _____

Student's Signature

Date