



CSUSM EL, VA Work Study Agreement

STANDARDS

1. I understand that as a VA Work Study Student, I will maintain professionalism that reflects the standards of California State University San Marcos. As a Veteran Student I am expected to understand that a positive and courteous attitude, is a must. The needs of CSUSM and its Veterans/dependent students are my first priority.
2. I understand that I must be receiving VA education benefits as a 3/4 times student or greater to begin/maintain employment as a VA work study student. If I drop a class and fall below a 3/4-time rate, I will immediately be terminated as a work study student on that given semester.
3. I understand that I must maintain a cumulative GPA of 2.0 or greater to begin/maintain employment as a VA work study student.
4. I understand that I cannot begin working until I sign the agreement contract for the current semester. I can work only within the specified contract dates. I cannot work more hours then allowed by VA work study.
5. I understand that as a VA Work Study Student, if deemed necessary by my supervisor, I may be terminated without cause.
6. I understand that I may be requested to work a specific off campus event as a representative of the CSUSM Veterans, which may include an occasional Saturday.
7. I understand that if I choose to continue as a VA Work Study Student, I must submit a new Work Study Application to my supervisor prior to the end of my current contract.
8. I understand that if I have any question concerning my VA work study contract or work study payment I will first contact my supervisor to explore all possible solutions.
9. I must submit my time record in no less than 50-hour increments.

EXPECTATIONS

1. All work study employees must contact their Certifying Official if they are running late. If contact is made prior to their scheduled time the Certifying Official may consider a schedule adjustment to fulfill allotted time.
2. If the work study has to leave earlier then their assigned schedule, they must communicate that with the Certifying Official as soon as possible.
3. during a VA work studies schedule, work time, they are excepted to inform the SCO or Veterans Coordinator when stepping away from the office.
4. Cursing is unacceptable and if it becomes an issue, a VA work study can be terminated.
5. All voicemails must be answered before the end of the work day.
6. All documents containing sensitive information (e.g., SSN) must be secured and not in present sign at the front desk, during any part of the day.
7. The recycling bin must be emptied weekly, or when unsightly
8. Heated and unprofessional debates over religion, gender, politics, etc. with customers must not occur, we must present a respectful and professional environment.

I have read and understand my duties and responsibilities as a VA Work Study Student.

_____	_____	_____
Work Study Student -Print Name	Work Study Site Student -Signature	Date
_____	_____	_____
Veterans Coordinator -Print Name	Veterans Coordinator -Signature	Date



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NEW HOURS OR ADVANCE PAY WILL NOT BE PAID UNTIL THE SIGNED WORK-STUDY AGREEMENT (CONTRACT) IS RECEIVED IN THIS OFFICE.

Be sure to read, understand the terms, and sign the VA Work-Study Contract and initial the following as it applies:

- _____ 1. If I apply for and receive an advance pay, I must work a total of 100 hours before an additional payment will be processed.
- _____ 2. When my supervisor submits a time record on my behalf, it will be processed as quickly as possible. If I have a question on my payment, I will call the VA at 1-888-442-4551.
- _____ 3. I have received and signed a copy of my VA Work-Study contract.
- _____ 4. Payments will not be processed for hours worked before the start of the contract or after the ending date of the contract.
- _____ 5. Payments will not be processed for hours that exceed the number of authorized hours as shown on the time record.
- _____ 6. Extended Contract: If I choose to continue in the Work-Study Allowance Program, I must submit a new VA Work-Study Application to my supervisor, prior to the end of my current contract.
- _____ 7. When I reduce my training to less than $\frac{3}{4}$ time or terminate my training, I will notify the VA and my Work-Study Site Supervisor.
- _____ 8. All concerns regarding Work-Study issues will be addressed to (name of Site Supervisor).
I have read and understand my duties and responsibilities as a Work-Study student.

Work-Study Student

Date

Work-Study Site Supervisor

Date