

GUIDELINES FOR WORK STUDY PROGRAM 2019-2020

Meet with your supervisor before September 6 to arrange your work schedule.

- Determine where your timesheet will be kept
- Learn the expectations of your job
- Ask for clarification as needed
- Begin working the week of September 9
- Report regularly and promptly
- Sign all timesheets

When you know you will be late or miss a workday (doctor's appointment), notify your supervisor ahead of time by email or in person. Ask about how you can make-up the time missed. If you are absent from school for sickness, email your supervisor.

Turn in your timesheet to Sr. Dorothy with your supervisor's signature when the time sheet is filled. If you work every day the time sheet will be filled in four weeks. For example, I will not accept a late time sheet that was due for September and you want to give it to me in November.

Work Study should be considered as a job where you are earning money toward your tuition. Your supervisor is depending on you for tasks to be done. Your supervisor will evaluate your work. If you do not perform responsibly, you will be asked to leave the program.

If you have any questions, please see Sister Dorothy in the Bookstore.