University of Delaware Research Apprenticeship Work-Study (UDRAW)

Terms of Employment

- You are expected to give regular, punctual, efficient and cooperative performance on any job that you accept.
- Work study positions are real jobs. Your faculty supervisor is counting on you to be there when you are scheduled. It is unacceptable for you to make a habit of being late or not showing up. Always contact your supervisor if you are unable to work. Consistent lateness or missing work is cause for termination. If you have an unexpected emergency please make sure to call or inform your faculty supervisor.
- You should arrange a mutually agreeable work schedule with their supervisor.
- Arrange a work schedule that does not interfere with your class schedule.

Getting Paid

- You may not work more than 10 hours per week.
- You will be paid every two weeks and may earn up to the amount of their work study award.
- You will be paid $8.75 per hour.
- You are responsible for monitoring your award. When you have reached your award limit your assignment will end.
- Additional hours beyond award amount will not be approved or paid.
- You are responsible for logging into and out of UDTime to be paid. Failure to do so will result in not getting paid for hours worked. URP can provide instructions on how to log in and out of UDTime if necessary.
- URP will be responsible for approving hours logged at the end of the pay period. URP is not responsible for logging your hours.
- Unearned funds will be forfeited at the end of the semester.

Resignation and Terminations

- You should give a written notification of at least two weeks if planning to resign from their UDRAW position.
- Your continued employment is contingent upon satisfactory employment as determined by your supervisor. If the supervisor decides that the work performance is not satisfactory, you may be dismissed.

By signing below I agree to the terms of employment listed above.

Print Name ________________________________
Signature ________________________________ Date __________________________