

University of Delaware Research Apprenticeship Work-Study (UDRAW)

Guidelines for Students

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

Getting Paid for Spring 2020 hours worked

- The spring semester begins on February 10th and ends May 28th.
- You may **not** work or accumulate hours prior to being hired. You will be notified when you are able to begin work and log in hours
- You may **not** work more than 10 hours per week.
- You must be registered for at least 6 credits for the current semester.
- You will be paid \$9.25 per hour.
- You will be paid every two weeks and may earn up to, but not more than, the amount of your work study award.
- You are responsible for monitoring your award. When you have reached your award limit, your assignment will end.
- You are responsible for logging into and out of UTime. 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 UTime 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 on a daily basis.

Resignation and Terminations

- If you plan to resign from your UDRAW position you should give two weeks' notice to both your faculty supervisor and URP.
- Your continued employment is contingent upon satisfactory employment as determined by your faculty supervisor. You may be dismissed if the supervisor decides that your performance is unsatisfactory.

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

Print Name _____

Signature _____

Date _____

Do not work or accumulate hours until your hiring process is complete.