

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.

Fall 2020 Semester Expectations

- Your UDRAW contract covers **only** hours worked during these dates: 9/1/20 to 12/18/20
- You may not work or accumulate hours prior to being hired. You will be notified by our office when you are able to begin work and log in hours.
- In addition to your work study eligibility you must be registered for at least **6** academic credits for the current semester. This contract is valid only for Fall 2020 semester
- You may **not** work more than 10 hours per week - Excess hours will be UNPAID. The pay rate is \$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.
- When you have reached your award limit, your assignment will *automatically end* for the current semester
- Our office will provide you instructions regarding logging in and out of the UDWorkForce time keeping system
- URP is responsible for approving the hours you worked at the end of each 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 \_\_\_\_\_ working with Faculty: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Do **not** work or accumulate hours until you have been emailed to do so by URP