



Institutional Work Grant Student Employment Authorization

12401 SE 230TH ST | AUBURN, WA 98092-3622 | (253) 931-6531

STUDENT EMPLOYEE INFORMATION

NAME: _____ NICK NAME: _____
(Family/Last Name, First Name, Middle Initial)

ADDRESS: _____ ctcLink ID: _____
(Street Address, City, State, Zip Code)

EMAIL: _____ PHONE NUMBER: _____

Have you ever been employed by GRC? ☐ YES ☐ NO If "Yes" provide, DATES EMPLOYED: _____

JOB INFORMATION

JOB TITLE: _____ HOURLY RATE **\$17.99**

anticipated START DATE: _____ END DATE: _____ DEPARTMENT: _____

BUDGET/COMBO CODE _____ ALLOCATED BUDGET AMOUNT \$ _____

SUPERVISOR INFORMATION

SUPERVISOR NAME: _____ PHONE NUMBER: _____

Have you completed Student Employment Training? ☐ YES ☐ NO If "Yes" provide most recent training date: _____

STUDENT EMPLOYMENT TERMS

- ☐ A student employment position must not displace employees (including those on strike) or impair existing service contracts. Replacement is interpreted as displacement. Replacing a full-time employee whose position was eliminated (for any reason) with a student employee is prohibited.
- ☐ To participate in student employment, student must maintain at least half time enrollment (6 credits). Work Study participants must be registered for credits counting toward completion of student's program of study at Green River College.
- ☐ Student employee may not work during scheduled class hours. Student may work no more than 20 hours per week during the quarter session. Student may work longer hours during quarter break period, up to 40 hours per week, provided they continue as a student registered at least half-time the following quarter. Exceeding weekly hour limits or working during class hours may disqualify a student from continued employment through the Student Employment Program.
- ☐ Student employee is expected to adhere to scheduled work hours and report time accurately by payroll due dates. Any student unable to adhere to payroll due dates may be disqualified from continued employment through the Student Employment Program.
- ☐ Student employee is required to complete Ethics and Nondiscrimination & Harassment training.

I have read and understand the terms of student employment

Student Employee Signature _____ date _____ Dean/Budget Authority Signature _____ date _____

Supervisor Signature _____ date _____

Equal Opportunity Employer: Green River College does not discriminate on the basis of race, creed, color, national origin, gender, gender orientation, age, marital status, religion, disability, genetic information or on any other unlawful basis. The college is committed to preventing and stopping discrimination, including harassment of any kind and any associated retaliatory behavior. The Vice President of Human Resources has been designated to handle inquiries regarding the [HR-22 Nondiscrimination and Harassment](#) policies: 12401 SE 320th Street, Auburn, WA 98092-3622, (253) 288-3320. To receive this information in an alternate format, please contact Disability Support Services at (253) 931-6460; TTY (253) 288-3359.

Jeanne Clery Statement: Notice of Availability of Annual Security and Fire Safety Report—Green River College's Annual Safety and Fire Report is available online at www.greenriver.edu/CleryASFR, containing mandated information about current campus policies concerning safety statistics, and other related information for the past three calendar years. To obtain a paper copy of the report, please call (253) 288-3350

STUDENT EMPLOYMENT SECTION TO BE COMPLETED BY STUDENT EMPLOYMENT SPECIALIST

DEPARTMENT: 99063 EXPENSE CODE: ☐ STU ☐ STR FUND: _____ CHART FIELD: _____ COMBO CODE: _____

EMPL RECORD: _____ START DATE: _____ JOB CODE: _____