Southside Virginia Community College

Legal Notice to Work Study Employee

Dear _____,

I am pleased that you have accepted a work-study position with SVCC effective _____ /_____ /_____ .
Your job title is Work-Study Student. Your hourly rate of pay will be **$7.25 per hour**.
You are approved to work for one semester at a maximum of _____ hours per week.
Your work location will be _____,
You will be employed in the _____ Office/Dept. on the _____ campus.
Your supervisor will be _____ and can be reached at 434-____-_____.

Please complete and sign the lower portion of this Notice and return it to your supervisor for forwarding to the Financial Aid Department. If you have any questions regarding your employment, please contact Human Resources at 434-949-1091 or 1007.

_____ _____ ☐ ORIGINAL TO: Work Study Student
SVCC Representative Date ☐ COPY TO: Human Resources

The information requested below must be provided by all new employees in order for the employing agency to establish a Commonwealth of Virginia Employee ID number, required for all state employees.

Legal Name: _____ (as it appears on your Social Security Card)

Mailing Address: _____ Social Security Number: _____

_____ Date of Birth: _____

Race: ☐ White ☐ Black ☐ Hispanic ☐ Asian ☐ American Indian Gender: _____

STUDENT CERTIFICATION OF FICA EXEMPTION STATUS

I _____ certify that I am exempt from FICA withholding and meet the following eligibility criteria.

- Enrolled for 6 or more credits at SVCC for the current academic semester
- Intend to maintain enrollment of a minimum of 6 credits in the current semester.
- I understand it is my responsibility to contact the Payroll Office to notify them if I lose eligibility for FICA exemption by falling below the 6 credit minimum.

I _____ certify that I am NOT exempt from FICA withholding and DO NOT meet the eligibility criteria noted above.

STUDENT ACKNOWLEDGEMENT OF RECEIPT: NOTICE OF EMPLOYMENT STATUS

I have read, understand, and accept the conditions of my employment and certify that the information given above is correct to the best of my knowledge.

COV ID: _____

_____ _____
Employee Signature Date

ROUTING: Student Retains Original: Copy to Financial Aid, FA reviews and forwards to HR.

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NOTICE OF EMPLOYMENT STATUS

All hourly employees, including work-study employees, are subject to the following conditions of employment:

- Work-study employees are not covered by the provisions of the Virginia Personal Act. Therefore, you are NOT eligible for the same benefits provided to salaried employees, such as leave credits, holiday pay, health and life insurance, retirement, access to the grievance procedure, etc.
- Work-study employees are paid only for actual hours worked.
- Work-study employees are non-exempt for purposes of overtime compensation, which means you will be paid overtime for hours worked over 40 in a work week.
- Work-study employees are not authorized to work for Southside Virginia Community College beyond 1,500 hours in a 365 day period. The 365 day period is considered the employee's "work year" and begins on the first day of employment. This yearly maximum includes all hours worked in an hourly wage capacity, including work-study, student assistant or wage employment.
- Your 365 day period begins on your original hire date (month and day of hire) of each year. If this is your first time serving as a work study employee your original hire date is _____.

  *Rehires should contact HR for their original hire date, if needed.
- Once a work-study employee works the maximum of 1,500 hours, the full year (365 day period from the first day of work) must pass before the employment can be rehired in any employment capacity being paid hourly as an employee of Southside Virginia Community College.
- If you are claiming an exemption from FICA withholding, it is your responsibility to contact the Payroll Office is you lose eligibility for exemption in order that withholding can be corrected.

THE ORIGINAL OF THIS NOTICE IS TO BE RETAINED BY THE STUDENT.
PLEASE FORWARD A PHOTOCOPY TO THE HUMAN RESOURCES OFFICE.