



Student Supervisor Agreement 2019-20

The Cleveland Institute of Music is committed to complying with all federal, state and Department of Education ethical and regulatory standards and expects students and supervisors to be honest and professional. All supervisors who choose to use student employees must abide by the following agreement.

As a supervisor of student employees, I agree to:

1. **Ensure that student employees do not begin work until authorized by the CIM Financial Aid Office and CIM Payroll**, including verification of a student employee's eligibility to work in the United States ([I-9 form](#)). If unable to verify via the shared Office365 file, consult with Financial Aid Office.
2. **Comply with all federal, state, and local employment laws and regulations and CIM employment policies and procedures.**
3. **Review and approve each student employee's time in TimesheetX in a timely manner.** Failure to approve time sheets on time will result in the student not being paid on time. If I (the supervisor) will be out of the office and/or have no internet connection during the timesheet approval deadline, I will make arrangements for another person in my department to approve hours or will contact the CIM Financial Aid Office and/or Payroll Office in advance of the due date if there is no one else set up as a secondary supervisor.
4. **Help ensure students do not work more than 8 hours per day or 20 hours per week** (Monday through Sunday work week) combined among any job(s) the student may have. While this is ultimately the responsibility of the student, it's helpful to discuss these constraints with students to ensure they are mindful of their weekly schedule and do not exceed this limit among all jobs combined. TimesheetX will not permit a student to exceed this limit. *If* a student *does* work too many hours, we must pay them and they will need to request the Financial Aid Office make a one-time adjustment to their account to allow for such reporting of hours. A student may be removed from the WS program if such a violation is repeated.
5. **I understand students under 18 years of age may not work more than 5 consecutive hours without a 30 minute break (must be recorded in their time sheet).** Students under 18 are noted on the shared drive spreadsheet.
6. **Keep records of each student's hours worked** so I have a means to verify what the student submits for payroll as accurate or not. If requested, I will be able to provide documentation of these records. These records should be retained for seven years from the date paid, in case of audit.
7. **Provide student employees with legitimate employment in support of my departmental needs.**
8. **I will never share my CIM login information.** Shared login ID's are not permitted. JAZZHR and TimesheetX login credentials should never be shared. If a student worker requires access to the CIM computer network, they will need to receive a login ID. The Department Director only needs to provide the CIM IT Department with a list of students with their CIM ID and they will be quickly added. These students will be reset and need to be reactivated in August of each year. Such requests should be directed via email to help@cim.edu.

As a supervisor of Work Study funded employees, I agree to:

1. **Adhere to the 2019-20 Work Study Program calendar** which runs from August 26, 2019 to May 7, 2020.
2. **Ensure that Work Study funded employees do not work during scheduled class hours.**
3. **I understand the Financial Aid Office may adjust or terminate a student's employment or Work Study eligibility based on changes in:**
 - the student's enrollment status;
 - the student's failure to maintain Satisfactory Academic Progress;
 - changes or corrections to the student's financial information as reported on the Free Application for Federal Student Aid (FAFSA);
 - outside/private financial assistance not previously factored into their financial aid eligibility.
4. **Students may not work without pay in the department after they have earned all available Work Study funds.** Should my department wish to retain a Work Study employee after his/her award funds are exhausted, for that student to continue working, I must rehire the employee as a student employee and pay via another source to ensure that the student is paid for all hours worked. Students will have an alert display on their TimesheetX record once they are within \$200 of earning their annual Work Study award.

Agreed:

Printed Name

Signature

Date

Revised 08/2019