

WORK GRANT CONTRACT

WHEN THE LIST OF WORK DAYS HAS BEEN GIVEN TO ME, I UNDERSTAND THAT I AM RESPONSIBLE FOR REPORTING TO WORK ON THAT DAY AND FOLLOWING THE GUIDELINES GIVEN TO ME. I FULLY UNDERSTAND THAT MY FAILURE TO SHOW UP WILL RESULT IN LOSS OF WAGES AND THE MONTHLY TUITION BILL WILL INCREASE. LOSS OF WORK GRANT POSITION MAY RESULT IF MORE THAN THREE (3) DAYS OF WORK ARE MISSED PER QUARTER (NOT INCLUDING SCHOOL RELATED ACTIVITIES)

STUDENT WORK GRANT PROGRAM

The student work program plays an important role in building maintenance and cafeteria staffing during the year. Assignments are based on financial need identified by the FACTS Financial Aid Application.

Students have the option to apply for the summer work grant session, school year work session, or both. Please read program outlines below for further information.

Summer Work Program

Students are assigned to work at Roncalli Primary School, Roncalli Elementary School, or Roncalli High school. Students will only be allowed to make up missed work hours as approved by work supervisor prior to being absent.

School Year Work Program

Students may select from a cafeteria position during lunch period or school day position working either an open period if available or before/after school. Students working cafeteria will be required to work each day. Students working other position throughout the school day will be required to work 30 minutes per day unless work grant hours are specified differently, to receive full credit.

Expectations:

1. Students are expected to report each day, on time, to their respective position and complete the time sheet provided. If any time is going to be missed, notification needs to be presented to the student's supervisor in advance. Work time can be made up; however, it is the responsibility of the student to ask for make-up assignments. There are occasions when work cannot be made up due to workload or working hours of supervision.
2. Students are expected to work for the entire amount of designated time. Students who are not found in their assigned work area or are not performing designated jobs will have their time sheets adjusted accordingly.
3. Students are allocated work grant amounts based upon FACTS results. Students cannot work over their allocated amount of time, unless approved in advance by the student's supervisor in coordination with the Financial Aid Office.

Supervisors retain the right to adjust time cards as they see fit, as well as send students home as disciplinary action.

Before signing, review explanation of work duties and expectations.

Parent Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Please return this form by March 15, 2019, to:

Aberdeen Catholic School System Business Office
1400 North Dakota Street, Aberdeen, SD 57401