



2015-2016 Community Service Work-Study Agreement

RESPONSIBILITIES & ETHICAL STANDARDS

PKG Center statement on student participant responsibilities:

The Priscilla King Gray Public Service Center (PKG Center) strives to enhance the MIT learning experience by facilitating student service projects. Part of that learning process involves helping students to reflect upon their service experiences, as well as teaching them the importance of complying with program requirements. Each PKG Center program has its own set of requirements.

Student agreement:

I will read the information and follow the instructions given to me by the PKG Center for my work-study position. By signing this document, I agree to act within ethical standards of behavior as a representative of MIT and the PKG Center. I understand that violating MIT community standards (see <http://studentlife.mit.edu/mindandhandbook/policies>) will make me subject to referral to the MIT Committee on Discipline.

I agree to the following responsibilities:

- I will not begin working until the start date indicated in the hiring email I receive.
- I will sign up for direct deposit using Atlas in order to receive my pay if I have never done so in the past.
- I will not work more than 20 hours per week during the school year or 40 hours a week during IAP or the summer, including hours worked in other MIT positions, since overtime is not permitted and will result in wage charges for my employer.
- If I work more than five and a half hours per day, I will take an unpaid break of at least 30 minutes and will record the times I start and finish this break on my time sheet.
- I will not agree to work during hours when I am scheduled to be in class.
- I will assist my supervisor with completing my weekly paper time sheet to be scanned and emailed to the PKG Center by 3:00 p.m. every Friday or by 10:00 a.m. on Monday morning at the latest. My time will be entered on the sheets in 15-minute increments.

- I will cooperate with my supervisor in a responsible manner and communicate with him/her regularly.
- If a job related problem arises, I will inform and seek support from my supervisor and the Community Employment Administrator.
- I will remain on a particular job for the duration of the assigned period and give adequate notice to my supervisor and the Community Employment Administrator if I plan to terminate my job for any reason.

I am a registered MIT student. I accept full responsibility for my actions and well-being during this funded project. I agree that the PKG Center may use information about and pictures of my project work to inform the public of the Center's activities and for purposes of publicity.

By signing below, I agree to the terms of this Community Service Work-Study position as described here and in the other materials that I have received. This agreement is based on the Student Job Description Application I submitted.

Signature _____ Date _____

Print name _____

EMERGENCY CONTACT INFORMATION

Please provide the following information for an emergency contact.

Name: _____

Relationship: _____

Phone number: _____

Email address: _____