The Pomona College Student Employment Program is designed to provide employment opportunities for college students who are in need of earnings in order to pursue a course of study at Pomona College.

✓ The program enables students to earn money during the academic year to help defray college expenses.
✓ The Office of Financial Aid is responsible for determining the eligibility of all students who apply for work under the program.
✓ Employment positions are listed online at Route 47, available at http://www.pomona.edu/cdo/students/oncampusjobs/.

- Applicants must be currently enrolled as a full-time student (minimum of three courses) at Pomona College.
- Applicants must be in good academic standing while employed under the program.
- Off-campus employment must be with a non-profit agency, either public or private, and duties performed may not be directly involved in religious and/or political activities. The Office of Financial Aid requires written verification of an organization’s non-profit status through a copy of their “Exemption Letter” and must have a valid contract on file.
- Positions for Student Employment students must not displace regular employees.
- A student is allotted a maximum amount of money to earn per academic year (or semester). The student must not work beyond this maximum amount. Each student can view and print their Employment Eligibility Letter with the total amount of funding s/he has been allotted at http://my.pomona.edu. The student is responsible for showing their supervisor(s) their Employment Eligibility Letter.
- A student may not work more than five (5) hours without taking a half-hour meal break. A student may never work more than eight (8) hours in one day, or more than forty (40) hours in one week.
- Students are generally limited to a maximum of eighteen (18) hours of work per week while school is in session. During school vacations, the maximum is forty (40) hours of work per week. There can be no overtime work, no additional pay for legal holidays, and no compensation for sick leave.
- In no case may a student be paid for receiving instruction in a classroom, laboratory, or other academic setting. Payment for internships or practicum must be approved by the Office of Financial Aid.
- Students cannot work hours that conflict with their class schedules.
- As a condition of employment under a federal grant, an employee must notify her/his supervisor, in writing, of a conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
- Each student will be advised when s/he is within $300 of her/his earning’s limitation.
- Students may check their earnings and allotment online at http://my.pomona.edu.
- No part of a student employment award that remains unearned at the end of the academic year, or the award period, may be carried forward to the next period or academic year.
- All hours, or partial hours, worked must be reported on Kronos, according to the date and actual time work began and ended.
- Students must also record their meal breaks in Kronos.
- STUDENTS MUST APPROVE THEIR TIMESHEETS ON KRONOS ACCORDING TO THE PUBLISHED PAYROLL SCHEDULE, IF THEY EXPECT TO BE PAID ON TIME.
- Paychecks are sent to student boxes in the Smith Campus Center approximately ten days after a timesheet has been processed, such that the work performed between the 1st and 15th day of the month will be paid for between the 16th and the 26th day of the month and work performed between the 16th and last day shall be paid for between the 1st and 10th day of the following month.

I attest that I have read and understand the provisions of the Pomona College Student Employment Program, and that I will adhere to them.

_________________________________________________________  __________________________
Signature                                                                 Date

_________________________________________________________  __________________________
Last Name (please print)                                                                 First Name  Student ID Number

Return a copy to the Office of Financial Aid. Retain a copy for your records.