



Institutional Work Grant Student Employment Authorization

12401 SE 230TH ST | AUBURN, WA 98092-3622 | (253) 931-6531

STUDENT EMPLOYEE INFORMATION

NAME: _____ NICK NAME: _____
(Family/Last Name, First Name, Middle Initial)

ADDRESS: _____ ctcLink ID: _____
(Street Address, City, State, Zip Code)

EMAIL: _____ PHONE NUMBER: _____

Have you ever been employed by GRC? ☐ YES ☐ NO If "Yes" provide, DATES EMPLOYED: _____

JOB INFORMATION

JOB TITLE: _____ HOURLY RATE **\$17.49**

ANTICIPATED START DATE: _____ END DATE: _____ DEPARTMENT: _____

QUARTERLY ALLOCATION: SUMMER 2025 \$ _____ FALL 2025 \$ _____ WINTER 2026 \$ _____ SPRING 2026 \$ _____

BUDGET/COMBO CODE: _____ TOTAL ALLOCATION \$ _____

SUPERVISOR INFORMATION

SUPERVISOR NAME: _____ PHONE NUMBER: _____

Have you completed Student Employment Training? ☐ YES ☐ NO If "Yes" provide most recent training date: _____

STUDENT EMPLOYMENT TERMS

- ☐ A student employment position must not displace employees (including those on strike) or impair existing service contracts. Replacement is interpreted as displacement. Replacing a full-time employee whose position was eliminated (for any reason) with a student employee is prohibited.
- ☐ Work performed by the student employee must not be sectarian related or involve any partisan political activity.
- ☐ To participate in student employment, student must maintain at least half time enrollment (6 credits). Work Study participants must be registered for credits counting toward completion of student's program of study at Green River College.
- ☐ Student employee may not work during scheduled class hours. Student may work no more than 20 hours per week during the quarter session. Student may work longer hours during quarter break period, up to 40 hours per week, provided they continue as a student registered at least half-time the following quarter. Exceeding weekly hour limits or working during class hours may disqualify a student from continued employment through the Student Employment Program.
- ☐ Student employee is expected to adhere to scheduled work hours and report time accurately by payroll due dates. Any student unable to adhere to payroll due dates may be disqualified from continued employment through the Student Employment Program.
- ☐ Student employee is required to complete Ethics and Nondiscrimination & Harassment training.

I have read and understand the terms of student employment

Student Employee Signature date

Dean of Student Life Signature date

Supervisor Signature date

OR Budget Authority if other

STUDENT EMPLOYMENT SECTION TO BE COMPLETED BY STUDENT EMPLOYMENT SPECIALIST

DEPARTMENT: **99063** EXPENSE CODE: ☐ STU ☐ STR FUND: _____ CHART FIELD: _____ COMBO CODE: _____

JOB CODE: _____ EMPL RECORD: _____ START DATE: _____