

Student Worker Documentation

To be completed at the beginning of the academic year, or at the time of actual employment, or when student worker job assignments change.

To: Human Resource Department
From: Responsible Lane Manager & Department
Date: Date When Student Worker Assignment was/is Initiated
Re: Student Workers, Article 3.3.4. of LCCEF Contract

Academic Term and Year: _____

Name of Student Worker: _____ L#: _____

3.3.4 (2) Current Enrollment

Student worker must be enrolled in 6 or more credits.

Student will provide proof of current enrollment. **Do not request or attach a schedule.** A simple “yes” confirmation of enrollment for 6 credits is sufficient _____ (“Yes” confirms).

General description of student’s duties, tasks and work assignment:
