

# WORK PROGRAM

## Frequently Asked Questions



### Who has the opportunity to be employed by Rio Lindo?

Students receiving scholarship assistance are expected to maintain a campus job. Non-scholarship students are employed according to the availability of jobs.

### What documents are needed to complete the work application process?

The student's ORIGINAL Social Security card must be presented to the business office. Photo copies cannot be accepted. (If you do not have it in your possession at this time, you must apply for a new one. This process can take up to a month or more so do it now!)

### What forms must be completed before a student can work?

1. An I-9 form
2. A W-4 form
3. A "Permit to Employ and Work"
4. And a "Request for Work Permit and Statement of Intent to Employ a Minor"

These forms MUST be completed at registration by both the student and their parent/legal guardian. If the parent/guardian is for some reason not going to be at registration they must make arrangements with the business office to take care of this BEFORE the student arrives on campus. For further information or to make arrangements, contact Retha Bissell at 707-431-5100 ext. 110.

### When will students begin working?

Jobs will be assigned after the student's class schedule is created and available to the Student Labor Office. Some jobs will begin the first day of school. It takes up to three weeks for all work assignments to be completed. Most students have 60% or more of their work assignments in place in the first week.

### How many hours will a student work each week?

Once a student has received their work permit they will work the following number of hours\*:

- 14 & 15 year old students receiving scholarships will work 8-10 hours per week.
- Students who are 16 and over will work 10-12 hours per week.
- Non-scholarship students usually work about 3-6 hours per week.

\*If a student does not receive a work permit at registration, they will be scheduled for more hours per week to make up for lost work time.

### How are jobs assigned?

Job placement will be decided based on age, ability, availability and experience. All job assignments, transfers and terminations are to be made through the Student Labor Office.