



OFFICE OF TRUST SERVICES
PATHWAYS INTERNSHIP PROGRAM

8/24/17

Student Work Schedule Agreement

Students are Full-Time Employees (80 hours a pay period)

Students hired under the Pathways Internship Program may work under an alternative work schedule (AWS) or other than the standard fixed work schedule. Work responsibilities must not interfere with the student's school schedule or adversely impact their academic standing.

As per policy, host offices and students must agree on a formally-arranged schedule Tour of Duty (TOD) around school and work. The TOD is the hours of a day (a daily tour of duty) and the days of an administrative workweek (a weekly tour of duty) that constitute an employee's regularly scheduled administrative workweek.

Work Schedule For: _____ **Effective Date:** _____
(Student Trainee)

I have elected the following Work Schedule:

- () Standard (Fixed) 8 hours a day
() Standard (Fixed) Irregular (TOD) _____ hour or Regular Paid (010) (Student must attach a school schedule)
_____ hours of LWOP (101)
() 5-4/9 Schedule (Fixed) Attach copy of student's class schedule
() 4-10 Schedule (Fixed)

Work Schedule (Hours you will report to work) Code "From" and "To" Time(S) in appropriate Day					
WEEK ONE	MON	TUES	WED	THURS	FRI
From - To					
Lunch period					
From - To					
WEEK TWO					
From - To					
Lunch period					
From - To					

Important Information

BIA Core Hour Requirements: Core hours are hours during the workday, workweek, or pay period that is within the TOD and during which employees must be present at work or on leave, or other excused absence. The core hours are 9:30 a.m. to 3:30 p.m., with a break of either ½ or one (1) hour mid-day for lunch.

Students must be present at work during core hours, except for their scheduled lunch break, or must account for absent time with appropriate charge to leave, or other excused absence LWOP). Host supervisors may require employees to be present at work at times other than those covered by core hours to attend meetings, training, or perform other assignments as may be necessary. If so required, employees must report. If the requirement results in additional entitlement to pay, such as overtime, the supervisor must compensate the employee in accordance with appropriate regulations using their own funding sources.

I have read, understand and agree to all the provisions of this work schedule I have requested. I understand that I will not be paid for work in excess of hours on any workday unless I am authorized or ordered to work by the host supervisor.

☐ **Approved** ☐ **Not Approved**

Student Signature

Date

Host Supervisor Signature

Date