



Student Employment Handbook Acknowledgement For Supervisors

I acknowledge that I have read the Supervisor's Edition of the Student Employment Handbook and understand it is my responsibility to comply with the policies contained within.

I also understand that as a supervisor of a student employee at Colorado College it is my responsibility to verify the student employee has completed their student employment hiring paperwork before working any hours. It also understood to be my responsibility to approve timesheets in a timely manner before the payroll deadline.

Finally, I understand that the policies, rules, and procedures described in the Supervisor's edition of Student Employment Handbook are subject to change and may be revised at any time.

Please return a signed copy to the Student Employment and Communications Manager in the Office of Financial Aid and Student Employment located in the Spencer Center.

Supervisor Signature

Date

Supervisor Printed Name