

## Student Employment Program 2009-2010 School Year

Forest Lake Academy's Student Employment Program is an integral part of the school program, not only because it helps students pay their school bills, but because the daily responsibilities of a specific job teaches students responsibility, economy, and self discipline.

Any questions regarding the Student Employment program can be directed to the **Business Office** at 407.772.3731 or [BusinessOffice@forestlake.org](mailto:BusinessOffice@forestlake.org).

The following statements are a guide to you as parents, students and employers. This is only a guide based on more complex rules and regulations established by the United States of America and the State of Florida Labor Laws.

### Work Requirements for Residence Hall and Community Students

- Residence hall students are assisted in finding a work opportunity. Community students are encouraged to seek their own employment; however, the Business Office will assist them in locating jobs, preparing for interviews and as available, provide on-campus or off-campus jobs.
- Residence hall or community students who receive financial aid from FLA are required to have a successful work program. It is recommended that earnings are applied directly to student tuition accounts through a voluntary wage assignment form.

### Employment Rules and Regulations

- Residence hall students employed off campus are required to ride school-provided transportation to and from work.
- Students who receive their work assignments through the Business Office will follow all the school's established behavior standards.
- All students who receive their work assignments through the Business Office are required to meet their work appointments as scheduled.
- Some students hired by non-school employers may be required to work during vacations.
- Some students hired by the school may be required to work on certain weekends or during times of special events on campus that require additional labor pools.
- Campus workers must wear any school-supplied work t-shirts. If a work t-shirt is not supplied, standard dress code attire should be followed.
- Students are expected to remain in the assigned job throughout the entire year. If a change becomes necessary, this matter must be processed through the Business Office. Students that quit their jobs and do not give notice might not receive another assignment through the Business Office.
- All students who are employed through FLA, by non-school employers associated with the school, or receive a work opportunity through the Business Office are required to follow all labor laws established by governmental agencies and policies established by FLA.
- Students may arrange with the Business Office to have a 10% tithe withheld. It will be sent to the Florida Conference of Seventh-day Adventists.

**IMPORTANT NOTICE ABOUT HARASSMENT:** Any type of harassment of a student by another student or supervisor is illegal and must be reported to the Employment Office. Harassments may be verbal abuse, physical abuse, or sexual abuse. If you feel uncomfortable in any situation, report it to the Business Office. It will be handled as carefully and discreetly as possible.

## **Government Child Labor Rules and Regulations**

- Fourteen and fifteen year olds may not work more than fifteen hours per week. They may not work more than three hours on any school day or on any day preceding a school day (i.e. Sunday).
- Fourteen and fifteen year olds may not work before 2:30 pm or after 7:00 pm during the school year.
- Students must be eighteen years of age to work before 6:30 am or after 11:00 pm during the school year.
- Other regulations control the types of work various aged students are allowed to do and may limit the work opportunities for some students.
- All students are required to have a Social Security number and a copy of that number on file with the Business Office before beginning work.
- All students are required to have their I-9 form filled out, signed and dated before they are permitted to work.
- It is the parent's responsibility to provide the ID documents as required by the US government. Check the backside of the I-9 Form for a list of acceptable documents.

## **Employers of Forest Lake Academy Students**

### **Non-school Employers**

- Florida Hospital
- Florida Hospital Laundry
- Florida Conference of Seventh-day Adventists
- i/oTrak
- Selma's Cookies
- Other Local Fast-food Places

### **School Employers**

- Secretaries & Readers
- Plant Services
- Landscaping
- Cafeteria Services
- Housekeeping Services
- Residence Hall Monitors