



This form must be signed and returned to the VP for Finance Office prior to **May 29, 2009**

Policy for Goshen College Student Employee Summer Bonus Summer 2009

For summer of 2009, Goshen College is offering a bonus of \$500 to qualified student employees who are currently enrolled at Goshen College. To earn the summer bonus student employees must meet all of the following requirements.

1. Student employees must be currently enrolled at Goshen College, having completed at least one semester of class work at Goshen College and continuing in the fall of 2009.
2. Students must be employed full time, 40 hours per week, at Goshen College. In order to earn the full benefit, a student must work at least 500 hours (or 12.5 full weeks) of the 560 hours available during the period beginning Thursday, May 21, 2009 and ending the end of the workday on Friday, August 28, 2009. During this period, there are 70 scheduled workdays – 14 weeks and two days – so student employees will have an opportunity to take some time away from work during the summer. Note: the campus is closed on May 25 (Memorial Day) and July 3 (Independence Day) so these do not count as workdays and are unpaid for student employees.
3. Physical Plant, ITS and Printing & Mailing student employees must work at least 18 full days in August (144 hours).
4. The bonus is contingent upon student's work performance. Student employees will be required to maintain an acceptable quality of work throughout the summer. An end-of-summer performance evaluation must be completed by the supervisor for the student to be eligible for the bonus. An unsatisfactory work evaluation will disqualify the student from receiving this benefit.
5. Overtime may not be used to accumulate hours or days of work for purposes of meeting this policy's requirements.
6. Students who do not meet all qualifications of this policy are eligible for 50% of the bonus (\$250) if they meet at least 95% (475 hours) of the days worked requirements and 100% of the required August workdays in #3 above.
7. Students who are required by Student Life or academic departments to attend leadership training sessions or other similar institutionally sponsored events during the final week of the summer are not penalized in terms of calculating their eligibility for this bonus. Students are not paid for those hours under the summer wage system, but the hours do count toward meeting the 500 hour requirement for the bonus.

The bonus is an earned, taxable benefit and will be reported to the IRS on the student's W-2 form. It is a true bonus paid as an incentive for steady and dependable work attendance. All requirements must be met in their entirety to be eligible for the bonus. The bonus will be payable the first student payroll in September (end of September). Income taxes will be withheld at the time of payment.

The Vice President for Finance must approve any exceptions to this policy.

I have read this summer bonus policy, and I understand and accept its terms and conditions:

Student Name

Student Signature

Date

Department

Supervisor Signature

Date

Last updated 1/16/2009 – dar