



Student Employment Guidelines Agreement

The success of the student employment program depends on both the student's and the supervisor's cooperative efforts. Below are guidelines intended to assist you in your efforts to make this a positive experience. Please print clearly.

Student Name: _____

Student Email: _____

Rate: _____ Account # _____

Supervisor Name: _____ Department: _____

Student Responsibilities:

1. I agree to work no more than 20 hours each week.
2. Once a work schedule is established I will maintain that schedule. If I am unable to do so, I will notify my supervisor and arrange a new schedule.
3. I understand attendance is important, and if I am unable to report to work as scheduled, I will call the department at least one hour before I am scheduled to work. I also understand that frequent absenteeism is grounds for termination.
4. I will adhere to the rules and regulations established in the particular area in which I am working.
5. I understand that I will only be paid for the hours I work.
6. I will give adequate notice to my supervisor if I plan for any reason to end my employment. I will notify the office of human resources in writing, giving dates and reason for my resignation.

Supervisor Responsibilities:

1. I agree to schedule a student worker no more than 20 hours each week.
2. I will set up a work schedule that meets departmental needs and is compatible with the student's class schedule.
3. If a performance problem arises, I will notify the office of human resources and request assistance.
4. I will prepare a written job description and review the responsibilities with the student. I will also explain department rules and regulations.
5. I will sign the student's timesheet and verify hours worked in order for her to meet the timesheet deadline.
6. If a student's employment is terminated for any reason, I will notify the office of human resources.

By signing this document, I agree to operate within the guidelines established above for as long as the above name student is employed by my department.

Student Signature

Date

Supervisor Signature

Date