



**STUDENT ASSISTANT PROGRAM**  
**ON-CAMPUS EMPLOYMENT AGREEMENT**

Student's Name \_\_\_\_\_ Banner # R \_\_\_\_\_

I am accepting on-campus employment and understand that to remain employed in the Program, I must complete all employment paperwork prior to my first day of work.

**I agree to:**

1. Report to work on time in adherence with the agreed upon work schedule. If it is necessary to miss work, request excused absence from Supervisor as soon as possible.
2. Open timesheet on the first work day of the pay period and records hours worked after each shift on Web Time. Submit timesheet for approval bi-weekly. If alternate form of time reporting (Missed Timesheet doc.) submitted for three consecutive pay periods, student could face termination. Students are not paid for hours when the College is officially closed.
3. Adhere to the fifteen (15-20) hours per week maximum while classes are in session. Students who hold 2 positions are limited to 15 hours per week. Students may work twenty-nine (29) hours during breaks and vacation with supervisor's permission.
4. Not work more than six (6) consecutive hours without taking an unpaid break of at least 30 minutes (1/2 hour) or during my scheduled class hours.
5. Request excused absence when planning to miss work.
6. Perform all aspects of the job to the best of my ability.
7. Act in a professional manner regarding confidentiality.
8. Discuss job-related problems with Supervisor and, if not resolved, with Student Assistant Program Coordinator.
9. Not work during my scheduled class hours.

I understand that I must be enrolled at least as a half-time (6 credits) student during the academic year (full time/12 credits if an International F-1 student unless in the last semester). If I accept summer employment, I must be enrolled for the Fall Semester.

I understand that I am making a semester-long commitment to the hiring unit.

If I fail to adhere to the practices cited above, my employment could be terminated.

If found to be justifiably dismissed "for cause" (" Termination Of Employment" on the Student Assistant Program web site), I understand I will not be referred to another unit for the remainder of the semester. Future participation in the Student Assistant Program will be determined on a case by case basis dependent upon previous history.

I have read fully, understand, and agree to uphold the conditions of employment as listed above in this document.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date