



## Student Employment Contract:

**Student ID:**

**Name:**

***Eligibility:***

- To qualify for student employment during the academic year you are **required** to be registered as a full-time (at least 12 credits) undergraduate student and have a Federal Work Study award as part of your financial aid package, or be eligible for a Specialized Skill position.

***Policy:***

- All students working in on or off-campus student employment positions during the academic year are limited to 8-hours per week (16 hours per pay period). Do NOT record holidays or sick days or lunch breaks.
- Student Employees may only hold **ONE** position. RA's are not eligible for student employment.
- Students may not work during scheduled class time(s). This includes if a class is cancelled, a student still may not report to work.
- Cell phone and personal computer usage should be kept to an absolute minimum.
- Proper dress is required and proper attendance is expected.
- All communication will be through the Salve.edu email address.
- Students must take a half hour unpaid break after working 6 consecutive hours.
- *Discipline:* Strike 1- Verbal Warning, Strike 2- Written Warning added to file, Strike 3- termination

***Employment Documents:***

- Students who have not worked on campus will be **required** to complete Federal Employment Documents in the Career Development office prior to his/her first shift: I-9 with proper documentation, W4 (Federal & State withholdings), Direct Deposit (not required but highly recommended), parental release, student employment contract, confidentiality agreement. An email will be sent to your supervisor to verify that you are now eligible to begin working.
- Students are required to complete the online application form each year.
- Supervisors must complete a Work Authorization Form (WAF) for all students who have been hired.

***Payroll:*** (paid on an hourly basis)

- Student employees are encouraged to utilize direct deposit to receive their pay.
- Paychecks will be disbursed bi-weekly on Friday's in the Career Development Office (you must have your student ID in order to pick up the check).
- Students may view their electronic pay stub (advice) on the MySalve Portal

*I agree to be a responsible employee of Salve Regina University, bound by the policies and procedures identified in the Student Employment handbook. I understand that any false information given on my timecards or timesheets will result in disciplinary action and dismissal of employment. I agree to maintain the confidentiality of all information and understand that any disclosure of confidential information is grounds for immediate termination. I also agree to comply with the University Technology and Network Standards. I understand that any form of harassment can be grounds for immediate termination.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Department:

Supervisor Name:

Student's Job Title:

Academic Year

Summer