



SALVE REGINA
UNIVERSITY

Student Employment Contract:

Student ID:

Name:

Position Title:

Eligibility:

- To qualify for student employment during the academic year you are **required** to be registered as a full-time (12 credits Undergraduate; 6 credits Graduate) student.

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 lunch breaks.
- Student Employees may only hold **ONE** position unless Financial Aid has approved a limited exception based on your position. RA's are not eligible for student employment.
- Students may not work during scheduled class time(s). If a class is canceled 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 Office of Financial Aid prior to their first shift: I-9 with proper documentation, W4 (Federal & State withholdings), Direct Deposit, parental release, student employment contract, and a confidentiality agreement. An email will be sent to your supervisor to verify that you are now eligible to begin working.
- First-time hires must first apply for their position through Handshake.
- Supervisors must complete a Work Authorization Form (WAF) for all students who have been hired.

Payroll:

- Student employees are paid an hourly wage for their worked hours unless otherwise stated.
- It is the student's responsibility to report their worked hours accurately and appropriately on their time card. Supervisors have the responsibility to review and approve these time cards.
- Student employees pay is provided via direct deposit or as a credit against your student account.
- Students may view their electronic pay stub (advice) on the MySalve Portal

The following job description and/or performance metrics have been shared by your supervisor. Failure to adhere to these metrics will result in the discipline and termination actions detailed above.

[Empty box for job description and performance metrics]

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. I understand the expected performance metrics outlined above and the termination process should I fail to achieve these metrics.

Signature _____

Date _____