



Office of Career Development

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 Office of Career Development 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.
- 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 to utilize direct deposit to receive their pay or paychecks are mailed home.
- Paychecks will be disbursed bi-weekly on Friday's if students choose to have their paychecks mailed home.
- 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

Department:

Supervisor Name:

Student's Job Title:

Academic Year

Summer