



STUDENT EMPLOYMENT PROGRAM

CONDITIONS OF EMPLOYMENT

This is a binding agreement, Read all conditions carefully before signing.

STUDENT NAME (PRINT) : _____ ID#A _____

1. When you accept a position, it is your responsibility to adhere to the agreed upon work schedule. Notify your job supervisor as early as possible if you cannot come into work or will be late. If you decide to stop working, to change jobs, or to keep your present job and take on a second or more job(s), you must give your present supervisor(s) written notice.

2. You may not begin work until all appropriate forms are processed and approved by the Office of Human Resources, including the federal Form I-9. All timesheets must be turned in to the Office of Human Resources by the first business day of the following month. Any timesheets received after the 3rd business day of the month will be processed in the next payroll cycle.

Student initials _____ Supervisor initials _____

3. You may earn up to the authorized employment amount in federal work study. Employment should be terminated once the authorized amount is earned. Any continued employment must be reauthorized by the Office of Financial Aid. If you withdraw from Otterbein for any reason, your employment will be terminated. You must notify the Office of HR and the Office of Financial Aid regarding job termination.

4. Your employment status is temporary and part-time and does not contain any provisions for fringe benefits, holiday or overtime pay. Work hours are limited to 20 hours per week on any job or combination of jobs during the academic year (Fall and Spring Semesters) and 40 hours during the summer and periods of non-enrollment (J-Term if less than four (4) enrolled hours and period between Fall and Spring Semesters).

5. Timesheets must be signed by both the student and the job supervisor before they can be processed for payroll.

6. Violation of any of these conditions and/or inappropriate job performance and/or behavior may result in termination of employment for a period deemed appropriate to the circumstances. In addition, applicable provisions and standards of the Campus Conduct, Sexual Harassment, and any other governing University policy will be applied and enforced.

7. The conditions herein, as well as any other student employment policy, procedure, rule, or regulation governing student employment, are not to be regarded as provisions constituting a contract between the student and the University. The University reserves the sole right to amend any employment provisions herein, and elsewhere, at any time.

Code of Responsibility for Security And Confidentiality of University Information

Security and confidentiality of records is a matter of concern for all University personnel who have access to any University files or records, computerized data, paper files, or private conversation. Individuals working at the University hold a position of trust and must recognize the responsibilities of preserving the security and confidentiality of the information. Violation of this trust is grounds for immediate dismissal from the work position and may subject the student to further disciplinary action.

I acknowledge that I have read, understand, and agree to abide by the above stated Conditions of Employment.

Student Signature

Date

Supervisor Name (print)

Supervisor Signature

Department

Date

NOTE: This form will be kept on file in the Office of Human Resources