

AUGSBURG COLLEGE

Student Terms of Employment

Augsburg College considers your on-campus job a part of your overall education. Therefore, we structure on-campus jobs as you would find in other positions outside of Augsburg. We expect you to treat your on-campus job with the same respect and dedication you would any job you would accept off-campus.

- 1. Performance:** I agree to attend work as scheduled by my supervisor. I will be regular, punctual, efficient, accurate, and cooperative in any job I accept. I will treat all individuals, College records and other information I come in contact with in a confidential and professional manner.
- 2. Responsibilities:** I agree to perform work duties, abide by established work hours, work standards, and agree to perform responsibilities as assigned by my supervisor(s).
- 3. Performance Evaluation:** My work performance is evaluated by my supervisor. My supervisor(s) have the right to terminate my employment for any reason, at any time.
- 4. Employment Forms:** I understand that in order to begin employment on campus, I must first complete the Student Employment application, W-4, and I-9 forms. Additionally, I understand I must get a Placement Notice from Human Resources for each department in which I work on campus. My supervisor's signature on the Placement Notice authorizes my employment in his or her department. I understand I need a new Placement Notice each academic year and summer, even if I am continuing in the same job.
- 5. Timesheets:** I agree to accurately complete my timesheet each month and give it to my supervisor for approval by the last working day of the month. I understand that timesheets turned in without my supervisor's signature will not be processed. I agree to turn in my timesheet according to the published pay schedule. I agree it is my responsibility to turn in my timesheet to Human Resources, not my supervisor's responsibility. If I do not turn in my timesheet on time for payroll processing, I understand my check will be delayed until the following pay period. I agree to monitor the number of hours I work each week, and agree to work no more than 20 hours per week when classes are in session and no more than 40 hours per week during breaks and the summer.
- 6. Paychecks:** I will go to the Enrollment Center and show picture identification in order to receive my paycheck or my direct deposit slip. I understand I may not have access to my paycheck if I have not completed all of the required student employment forms. I will pick up my paycheck within 3 months of the payday on which I was paid. I understand I am the only person who can pick-up my paycheck/direct deposit slip and if I'm unable to pick-up my check/direct deposit slip, I will provide a letter-sized self-addressed stamped envelope to the Human Resources department for my check/direct deposit slip to be mailed home on the scheduled pay date.

Direct Deposit: I understand I may enroll in direct deposit through Human Resources. If I choose this option, I realize I may only have my check deposited into one account, and I must provide a voided check. I will pick up my direct deposit slip in the Enrollment Center by showing picture identification and this will occur within 3 months of the payday on which I was paid. I understand I am the only person who can pick-up my direct deposit slip and if I'm unable, I will provide a letter-sized self-addressed stamped envelope to the Human Resources department for my direct deposit slip to be mailed home on the scheduled pay date. If I do not pick up my direct deposit slip, I realize I may be unable in the future to receive copies of the direct deposit slips from Human Resources.
- 7. Absence/Tardiness:** If I am ill, or if unforeseen circumstances prevent me from being at work during my normal scheduled work hours, I agree to notify my supervisor in advance of my usual reporting time. I understand that excessive absences or tardiness may result in termination of my employment.
- 8. Resignation:** If I wish to voluntarily terminate my employment relationship with a department I will notify Human Resources of my last day. I also understand that it's a courtesy to provide a two weeks' notice to the department that I'm working for.
- 9. Misconduct:** I understand that misconduct will not be tolerated under any condition. I understand that misconduct of a serious nature could result in a variety of disciplinary measures, including notation in my permanent student file

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and/or revocation of my privilege to work on-campus for the rest of the academic year and/or permanently. I agree that my work study job deserves the same respect and dedication as any job I would accept off-campus.

- Is there any reason that you would not be able to adhere to these policies and standards? __Yes __No

If yes, describe: _____

- Have you ever been subject to student disciplinary action? __Yes __ No

If yes, describe: _____

My signature below indicates that I agree to abide by the terms listed in this agreement and of the policies in the Student Employment Guide, available in the Human Resources Department and on the HR Public Drive.

Student Signature _____ *Date* _____

Print Name _____

Revised 7/2009