



cooperative efforts. Below are guidelines intended to assist you in your efforts to make this a positive experience. Please print clearly.

Student Name: _____

Student Email: _____

Rate: _____ Account # _____

Supervisor Name: _____ Department: _____

I agree to work no more than 20 hours each week.
Once a work schedule is established I will maintain that schedule. If I am unable to do so, I will notify my supervisor and arrange a new schedule.
I understand attendance is important, and if I am unable to report to work as scheduled, I will call the department at least one hour before I am scheduled to work. I also understand that frequent absenteeism is grounds for termination.
I will adhere to the rules and regulations established in the particular area in which I am working. I understand that I will only be paid for the hours I work.
I will give adequate notice to my supervisor if I plan for any reason to end my employment. I will notify the office of human resources in writing, giving dates and reason for my resignation.

I agree to schedule a student worker no more than 20 hours each week.
I will set up a work schedule that
class schedule.
If a performance problem arises, I will notify the office of human resources and request assistance. I will prepare a written job description and review the responsibilities with the student. I will also explain department rules and regulations.

deadline.

e of human resources.

By signing this document, I agree to operate within the guidelines established above for as long as the above name student is employed by my department.

Student Signature

Date

Supervisor Signature

Date

