## **STUDENT EMPLOYMENT CONTRACT – Maintenance Department –** 2024-2025

Please return to the Human Resources Office in lower level of Zwemer Hall

Student:		Building:
ID Number:	Su	pervisor:
Student Initials  I have notified my super I agree to work no more		her job(s) on campus. veek between all my jobs on campus.
PLEASE NOTE THE FOLLOWING PROV 1. I have completed I-9 and W-4 forms to until these forms are completed and turn	that are required ir	n order to work on campus. I understand I <u>may not</u> work on campus n Resources Office.
	ny hours signifies t	I understand it is my responsibility to have all of my hours logged by that I have reviewed and approve my hours. I understand payroll will on or around the $10^{\rm th}$ of the month.
<b>3.</b> I agree to and am aware of the type of guidelines and training required to perfor		working for the maintenance department. I agree to abide by the and efficiently.
· ·	y time I do not wor	performance and dependability. I understand, as my employer, my rk up to the expectations. I understand that in the event I decide to 1 week notice before quitting.
<b>5.</b> I understand that as a student employee, I am a student first. I understand that if I have two contracted jobs on campus, I must maintain a GPA of 2.0 or above in order to continue working both jobs. If my GPA drops below 2.0, I understand I may have to terminate <u>one</u> of my job contracts.		
	o my supervisor. I	ng hours with my supervisor. It is my responsibility to communicate understand that I am <u>not</u> permitted to work during my scheduled
<b>7.</b> If issued a key, I agree to keep it secu contract.	re. I will not loan i	t to others or duplicate it. Also, I agree to return it at the end of the
	4 and other federa	ds and administrative data confidential pursuant to the Family all and state statutes. Additional information is available on the FERPA Information.jnz.
I understand and agree to the provisions stated above and accept this job contract.		
Student Signature	Date	
Supervisor Signature	Date	Department Chairperson Date
WORK. This contract needs to be turned in to EMPLOYMENT ASSIGNMENT WILL NOT BE HEI	the Human Resourc	EWED WITH YOUR SUPERVISOR AND SIGNED <u>PRIOR</u> TO YOU BEGINNING the Sources Office <i>prior to you starting your job</i> . WITHOUT A SIGNED CONTRACT, THIS impleted forms to the Human Resources Office).
FOR SUPERVISOR USE ONLY:		Please complete the following regarding SCHEDULE, HOURS & PAY:
<b>Check That FORMS Are Completed:</b>		This student will be working:
All forms must be completed before a student starts working.		Full Academic Year  1st Semester Only
W-4 Federal Form Completed		2 <sup>nd</sup> Semester Only
		This student will be working approximately hours per week.
W-4 State Form Completed		Pay Rate is \$.11.50/hour for all general maintenance positions. If different
I-9 Form Completed		(and approved by HR) please note the different pay rate here:

\_\_\_\_ Direct Deposit Form Completed