



CHAPMAN
UNIVERSITY
STUDENT EMPLOYMENT AGREEMENT

TIME SHEETS AND GETTING PAID

Please read and initial each statement.

- _____ You must turn in a blue time sheet for Federal Work/Study (FWS) positions and a pink timesheet for Non-FWS positions. The hours on your timesheet must be in blue or black ink with NO WHITE OUT and must reflect your actual hours worked.
- _____ You must turn in your timesheet to your supervisor on the 15th and 31st (or last day) of the month. Your supervisor must then turn your timesheets in to Payroll by the 16th and 1st of the month. Paychecks may be picked up in the Cashier's office.
- _____ The combined hours of all your jobs through the University may not exceed 19 hours per week.
- _____ You should not work more than eight (8) hours per day or seven (7) consecutive days.
- _____ You cannot work more than five (5) hours without at least a 30-minute meal period (unpaid). You are also entitled to a 10-minute break (paid) for every four (4) hours worked.
- _____ Submitting a false timesheet is grounds for immediate termination and discipline through the student conduct code.

OBLIGATIONS ON THE JOB

- _____ Your obligations as a student employee are the same as you would expect with any job. Call your supervisor if you must be late or cannot work as scheduled. Tell you supervisor how to contact you in an emergency.
- _____ If you received or deal with confidential information as part of your job, misuse of that information may result in disciplinary action, up to and including termination.
- _____ Misuse of University property (including but not limited to phone codes, using office supplies, telephones, computers and other equipment and supplies for personal use, unless specifically authorized to do so) may result in disciplinary action up to and including termination.

ADDITIONAL INFORMATION

- _____ Any offer of employment in the Student Employment Program is contingent upon meeting all eligibility requirements. These included, but are not limited to, current enrollment at Chapman University, the completion of all necessary forms and meeting all employment requirements. The minimum enrollment for student employees is six (6) units for undergraduate students and (4) units for graduate students during the current semester. If at any time your enrollment falls below the minimum requirement inform your supervisor of your situation and stop working immediately. Summer and interterm eligibility will be based on the previous semester's enrollment.
- _____ Your employment as a student employee is for no specified term and is subject to the mutual consent of the University and the employee. Either party may terminate the employment relationship at will, at anytime with or without cause. While the University reserves the right to modify the conditions of your employment, including to but not limited to duties, compensation and work schedule, at any time, your status as an 'at will' employee cannot be modified by written or verbal promises without the expressed written approval of the University President.
- _____ I agree to read the Student Employment Handbook, which contains information on University policies, and I understand my responsibilities related to these issues. The Handbook can be found at www.chapman.edu/hr/seo.
- _____ I understand that as a student employee I am not eligible for any University benefits, such as but not limited to medical, dental, tuition benefits, holiday and sick pay.

FEDERAL WORK/STUDY (FWS) STUDENTS ONLY

- _____ You are responsible for tracking your earnings and not exceeding your FWS award. If you reach your maximum FWS award limit you must inform your supervisor of your situation and stop working immediately. If your supervisor wishes to continue employing you, the department will assume 100% of the payroll charges.
- _____ Any offer to employment in the FWS program is contingent upon having a FWS award. FWS awards are determined by the Financial Aid office. If you do not meet the eligibility requirements any offer of employment will be voided. Please visit the Student Financial Aid office for any questions regarding your FWS eligibility.

I understand and agree to abide by each of these requirements and my initial next to each of the preceding statements indicates this. I also understand that failure to abide by the Student Employment policies of Chapman University may result in disciplinary action up to and including termination.

Student (print)

Signature

date

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