

Student Employee Agreement

Name: _____ Student ID: _____

WVU student employees are required to do basic office and clerical tasks as a part of this job.

Tasks include the following:

- Scanning and indexing of paperwork
- Shredding paperwork
- Stuffing envelopes for student mailings
- Special projects
- Outreach and events

There are some rules for student employees. The guidelines are as follows:

- Students cannot work more than 28 hours per week unless notified by their supervisor of weeks where exceptions are permitted.
- Use the computers on the second or third floor to clock in and out. Do not use laptops, cell phones or the time clock.
- If you work six hours or more on any given day, you must clock out for a required lunch break of at least thirty minutes.
- If you are scheduled to work but unable to come in, you must notify your supervisor prior to your shift. You can notify by phone or email.
- If you are taking multiple days off for vacation, you must notify your supervisor a week in advance.
- You are welcome to take a quick break or leave to get food or drinks to bring back to the office. However, if you leave the office for an extended period of time – more than 15 minutes – then you are required to clock out for that shift.
- You are welcome to listen to music – with headphones or ear buds – while working in the office. However, you cannot watch videos, log into social media, etc. while working at a computer. Computers are for work purposes only.
- Sleeping on the clock is not allowed. It is grounds for immediate termination.
- A copy of the Office Dress Code is attached for your review.
- Please do not bring friends into your work area.
- All documentation and information is confidential. Anything you hear in the office is also considered confidential. Violation of student confidentiality is a violation of the Family Educational Rights and Privacy Act (FERPA) and can result in prosecution under criminal codes.

I have read the guidelines listed above for being employed as a student worker. I understand that violation of these regulations could result in a verbal warning, a written warning, and/or released from my position.

Signature: _____

Date: _____