

**UNIVERSITY OF MASSACHUSETTS AMHERST**

**STUDENT PAYROLL OFFICE/STUDENT EMPLOYMENT SERVICES**

**CONDITIONS OF EMPLOYMENT**

***PLEASE READ ALL CONDITIONS CAREFULLY BEFORE SIGNING***

**STUDENT NAME:** \_\_\_\_\_ **[U.S.] S.S.#:** \_\_\_\_\_

1. You may not begin work nor be paid for any work performed, until all appropriate forms are processed and approved by the Student Payroll Office and/or Student Employment Services.
2. Work hours are limited to eight (8) hours per day and twenty (20) hours per week on any job or combination of jobs when classes are in session *or* eight (8) hours per day and forty (40) hours per week when classes are not in session.
3. Rates of pay are set by the employer, subject to the approval of Student Employment Services; according to the University Student Job Classification System.
4. Time sheets must be signed by both the student and the job supervisor.
5. When you accept a position, it is your responsibility to adhere to the work schedule you agree upon. Notify your supervisor as early as possible if you cannot come into work or will be late . If you decide to stop working, to change jobs or to keep your present job and take on a second or more job(s), you must give your present supervisor(s) two (2) weeks written notice. If you fail to do so , or do not keep the two week commitment, you will forfeit any further University employment for four (4) academic months. Your current employer(s) may waive this commitment in writing.
6. Violation of any of these conditions and/or inappropriate job performance and/or behavior may result in termination of employment for a period deemed appropriate to circumstances. In addition, applicable provisions and standards of the Code(s) of Student Conduct, Affirmative Action, Sexual Harassment, and any other University policy, rule or regulation will be applied and enforced.
7. If you are withdrawn from the University for any reason, your employment is terminated.
8. Your employment status is temporary and part-time, does not contain any provisions for fringe benefits or holiday or overtime pay, and is contingent upon the availability of funds. Although you are an Exempt Class under the Employment and Training Law, you do not qualify for Unemployment Insurance.
9. The University reserves the right to amend or revoke any of the terms and conditions herein at any time.

I acknowledge that I have read, understand, and agree to abide by the above stated Conditions of Employment.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
S.S.#

\_\_\_\_\_  
Date