**Student Employment Agreement**

**Work Week Less Than 30 Hours**

**FOR HR/PAYROLL USE ONLY**

Dt Entered: \_\_\_\_\_\_\_\_\_\_ PS Record #: \_\_\_\_\_\_\_\_\_\_\_\_

Entered By: \_\_\_\_\_\_\_\_\_\_ Status/Class: \_\_\_\_\_\_\_\_\_\_\_\_

I9: \_\_\_\_\_ DD: \_\_\_\_\_ Rumba Rate: \_\_\_\_\_\_\_\_\_\_\_\_

Recvd Log: \_\_\_\_\_\_\_\_\_\_ Entry Log: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### Department Account Number

**Supervisor Name**

**Supervisor Employee ID**

Is Student Worker a graduate assistant?Choose an item.

If Summer employment, is the Student Worker taking summer classes? Choose an item.

Will this student be swiping a time clock for this position?Choose an item.

This Agreement (“Agreement”) is made by and between Salisbury University (the “University”) and  (the “Student Worker”) whose address is , whose Social Security Number is  and, whose Employee ID number is .

1. **Nature of Agreement:** This Agreement establishes an at-will Agreement, employer-employee relationship between the University and the Student Worker. As such, the Student Worker is neither a Regular Maryland State Nonexempt Employee nor an Exempt State Employee, and does not occupy a Regular State Position. All of the rights and privileges available to the Student Worker are governed solely by the provisions of this Agreement and the Salisbury University Policy on Student Employment.

2. **Scope of Services:** The Student Worker’s duties shall include, but are not limited to, those duties as determined by the department to whom the Student Worker is assigned. The Student Worker agrees to meet the standards of their position.

3. **Term:** Unless terminated pursuant to Paragraph 10, below, the term of this Agreement is from  to . There exists no expectancy of continued employment, renewal or re-Agreement beyond the above-noted term.

4. **Compensation:** For the services to be performed under the provisions of this Agreement, the University will pay the Student Worker an hourly rate of: $ payable biweekly, in the amount not to exceed $.

5. **Workweek:** The Student Worker's workweek will be an average of       hours per week. Exceptions shall be specifically agreed upon by both parties. The Student Worker shall be paid only for hours that he/she actually works.

 Where applicable, any hours in excess of 40 hours per week are subject to overtime provisions. The University reserves the right to establish the exact hours of any work schedule that the Student Worker is assigned to work.

6. **Benefits:** The Student Worker shall not be entitled to the benefits afforded Regular State Employees, such as retirement, health insurance, salary increments, unemployment insurance, etc. However, the Student Worker shall be covered by Worker’s Compensation and may be eligible for leave benefits (or compensation therefore) in accordance with the Maryland Healthy Working Families Act.

1. **Dual/Multiple Employment:** The Student Worker shall notify the University of dual/multiple employment within the University or for a State of Maryland Institution or Agency. If the dual/multiple employment status changes, the Student Worker shall immediately notify the University.

|  |
| --- |
| **The Student Worker shall place an “X” in all boxes that apply and complete the corresponding sections of the chart.** |
| **Place “X” as applicable** | **Dual/Multiple Employment Status** | **Name of Dual/Multiple Department(s), Institution(s) or Agency(ies)** | **Number of hours worked per week associated with dual/multiple employment** |
|  | **No Dual/Multiple Employment as of today’s date** |  |  |
|  | **Dual employment within the University** |  |  |
|  | **Multiple employment with another USM Institution (s)** |  |  |
|  | **Multiple employment with another MD State Agency(ies)** |  |  |
| My initials confirm that all information I have provided regarding dual/multiple employment is true and accurate. \_\_\_\_\_\_\_ |

1. **Mandatory Deductions:** The University shall withhold, as required by law, State and Federal taxes, Social Security contributions and other mandatory deductions from all compensation paid to the Student Worker by the University.
2. **Rights in Data and Confidentiality:** The University is the owner of all research, notes, data, computations, estimates or other information developed by the Student Worker in the course of their employment, and of any memoranda, reports or other work products resulting there from. Upon conclusion or termination of this Agreement, all such material shall be left in the possession of the University. Salisbury University maintains information in GullNet on students, faculty and staff for the purpose of conducting University business. This information is confidential and should only be accessed and used for University-related and/or approved educational purposes. Accessing and disclosing any information contained in GullNet or within University records without authority may violate laws including, but not limited to, the Family Educational Rights and Privacy Act and may subject the user to disciplinary action including termination or dismissal from the University.
3. **Discharge and Termination:** This Agreement can be altered or terminated at any time for the convenience of the University.

11. **Exclusive Agreement:** This Agreement, including any Amendments, is the exclusive Agreement between the parties with respect to its subject matter and supersedes all prior Agreements, negotiations, proposals and awards, written and oral, relating to its subject matter. No provision of this Agreement may be changed, modified, or amended except by a written Amendment executed by both parties.

12. **NCAA Rules and Ethical Conduct:** Student Worker must adhere to and abide by all institutional, conference, and NCAA rules and regulations. The Student Worker is expected to comply with the concepts of fair play, good sportsmanship and ethical conduct. Failure to do so can result in disciplinary action including termination.

**This above Agreement is NOT in effect until ALL signature lines are executed.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Employee Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Human Resources Date