

**Student Employment Agreement**

**Amendment**

This Amendment modifies the Student Employment Agreement (“Contract”) by and between Salisbury University, MD (“Employer”) and **[Employee’s name (Empl ID)]** (“Employee”) for the Contract term **[date]** to **[date]**. This Amendment is not intended to change any of the terms and/or conditions of the original Contract, other than the item listed below.

(Only complete applicable sections)

**Department Code**:

**Effective date of change**:

Type of change:

|  |  |
| --- | --- |
|  | Short Work Break |
|  | Compensation |
|  | Change in hours |

1. **Short Work Break:** While this amendment does not modify the start date or the end date of the contract, the above named employee will not be working during the following date range:  to, which falls in between the existing contract start and end date.

2. **Compensation:** For the services to be performed under the provisions of this contract, the University will pay the Employee an hourly rate of: $ payable biweekly, in the amount not to exceed $  maximum contract amount. Pay rate changes must be effective the start of a contractual pay period.

<https://www.salisbury.edu/administration/administration-and-finance-offices/financial-services/payroll/pay-schedule.aspx>

3. **Workweek:** The Employee's workweek will be       hours per week. The Employee shall be available to work the hours/week as stated here. Exceptions shall be specifically agreed upon by both parties. The Employee shall be paid only for hours that he/she is required to work and actually works.

The University reserves the right to establish the exact hours of any work schedule that the Employee is assigned to work.

**Acknowledgement**

I hereby acknowledge that I have read and understand the above.

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Employee Date

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

Supervisor Date

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

Human Resources Representative Date