**SALISBURY UNIVERSITY**

**STUDENT EMPLOYMENT POLICY**

**Employment Agreement**

All students employed at Salisbury University (“the University”), excluding Federal Work Study and Graduate Assistants, hereinafter “Student Workers”, must sign a Student Employment Agreement that specifically delineates the contract period, average weekly hours and the hourly rate. Student Workers will not under any circumstances sign a blank Student Employment Agreement. Student Workers must also complete or have on file a valid I-9, W-4 and direct deposit forms before employment can begin.

**Timesheets**

Student Workers must maintain real time records by either recording hours worked on a timesheet or through the University swiper system such as ADI. Student Workers may only sign completed timesheets. Supervisors will not require Student Workers to sign blank timesheets. Completed timesheets must be approved by a Supervisor.

If a Student Worker is working at a satellite location and it is difficult for that Student Worker to actually sign a timesheet, it is acceptable if a copy of the timesheet is emailed to the Student Worker and the Student Worker confirms through electronic attestation that the recorded time is valid. This must be accomplished prior to the submission of the timesheet for processing.

**Number of Hours**

Student Workers should not work over 25 hours per week in totality for all campus jobs (including dual employment with any State of Maryland Institution or Agency) during the fall and spring semesters and not over 40 hours per week during summer and winter sessions. The 40-hour period for Summer will generally begin on the first day of the pay period immediately following Memorial Day and will end 12 weeks later. The 40-hour period for Winter will generally begin after the University reopens (around January 2) and will end 3 weeks later. If a Student Worker works over 40 hours in a pay week (Thu-Wed), the Student Worker must be paid overtime. Supervisors and Student Workers are not permitted to move time worked in a paid status or adjust time worked in a paid status to another payroll period to avoid overtime payments.

**Uniforms**

Some departments require Student Workers to wear uniforms. Where required, Student Workers are responsible for the maintenance and upkeep of uniforms.

**Part-Time Student Restrictions**

Students enrolled in less than 6 credit hours per semester cannot work as a Student Worker on campus.

**Pay Rate Changes**

All pay rate increases or decreases must be made at the beginning of a pay period by submitting an approved Student Employment Agreement Amendment form.

**Other State of Maryland Employment**

Students Workers working on campus for multiple departments or employed with another State of Maryland Institution or Agency must report any other employment at the time of hire to the Human Resources Office. If the dual/multiple employment status changes, the Student Worker shall immediately notify the University via the Human Resources Office.

**Probationary Period**

The Student Worker is considered a “probationary employee” during the first two weeks of his/her employment. During the probationary period the University or Student Worker may choose to end the contract without a period of notice. Once the two week probationary period has passed, terminating the Agreement requires appropriate notice. Student Workers who terminate their Agreement without providing appropriate notice may not be allowed to work on campus for at least a semester without written permission.

**Evaluations:**

The University and the Student Worker shall work to resolve problems as they arise. The University may provide an evaluation for each Student Worker. The evaluation is to be shared with the Student Worker at the completion of each Agreement.

**On-campus work for International Students:**

On-campus work may generally be divided into three types:

1. Work on the school premises, employed by the I-20 issuing institution
2. Work on the school premises, employed by on-campus commercial firms
3. Work done at off-campus locations, but treated as on-campus

On-campus work is limited to no more than 20 total hours per week "while school is in session," inclusive of any work undertaken pursuant to that paragraph (e.g., employment under a scholarship, fellowship, or assistantship, employment in the library, etc.). On-campus work may be performed full-time during all breaks.

Janet Dudley-Eshbach Center for International Education will assist with all immigration issues related to on-campus work, including Social Security Numbers, I-9 and W-4 Forms. Please contact:

Agata Liszkowska

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