

Instructions: All newly hired student employees must complete this form.

Employee Name _____

Today's Date _____

Position(s) Child Care Assistant

Pay Rate(s) _____

STUDENT EMPLOYMENT – For questions or additional information please call Student Employment Office at (360) 867-5520.

The following applies to both Institutional and Work-Study student employees:

1. A student must be registered for a minimum of 4 undergraduate credits per quarter (or 2 graduate credits) to hold a student position on campus.
2. Students working on campus and who are registered *less than half time* (for student employment purposes, half time means 6 undergraduate credits, or 4 graduate credits) will pay FICA (Social Security and Medicare) withholding.
3. Hours worked may not exceed 19 hours per week while classes are in session.
4. Student employees working in more than one on-campus job, or a combination of off-campus work-study and on-campus positions, are limited to a maximum of 19 hours per week total for all jobs combined.
5. During evaluation weeks and periods of vacation lasting at least one week (e.g. winter break, spring break), student employees may work up to 40 hours per week.
6. Student employees' hours are limited to a total of 516 hours in any consecutive six-month period, not including official breaks in the academic year as noted above.
7. Students who have been awarded work study as part of their financial aid award may not earn work study wages in excess of their award allocation for the academic year.
8. A student employee does not have right of reversion to a permanent position.
9. A student may not replace a classified employee laid off due to lack of work/funds, nor may a student employee fill a classified position vacated during the current or prior calendar/fiscal year (whichever is longer).
10. A student employee may based on work history be enrolled in the retirement plan. Full time students may waive participation by signing the exemption below.

I have read and understand the terms and conditions of my employment as outlined in this document. I understand that The Evergreen State College (TESC) reserves the right to alter the terms and conditions of my employment based on the business needs of the College. This means, for example, that TESC may require further conditions such as background checks, training and licenses, and may change the duration of my appointment, rate of pay, and job duties. BY COMMENCING TO WORK I AGREE TO ABIDE BY THE TERMS AND CONDITIONS OF EMPLOYMENT.

Employee Signature _____

Date _____

Please answer the questions below required by RCW 41.50.139	YES	NO
Have you ever been a member of a Washington State Retirement system?	<input type="checkbox"/>	<input type="checkbox"/>
If yes which retirement system?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Are you retired from one of the Washington State Retirement Systems?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been a member of the Seattle, Spokane or Tacoma Retirement system?	<input type="checkbox"/>	<input type="checkbox"/>

EXEMPTION FROM PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS)

Based on your employment history with Evergreen you may at some point become eligible to be enrolled in and contribute to the PERS system. If you are a full time student (10 under grad credits or more) you may waive this enrollment if you meet the following criteria.

- The person is employed by the same institution where he/she is a full-time student, or where his/her spouse is a **full-time** student; **and**
- The employee is working at the institution primarily for the purpose of furthering his/her education; or his/her spouses education.

It is your responsibility as a student to notify the Payroll Office if you should drop below full-time (10 under grad credits or more).

Completion of the following statement, expresses a **waiver** of PERS retirement. I wish to be exempt from the Public Employees Retirement System. I am or my spouse is a full time student.

Signature: _____

Date: _____

Payroll office only

I have verified the retirement information above: _____ Date _____

Revised 3/2011