

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

Employee Name _____

Today's Date _____

Position(s) _____

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).

– OR –

TEMPORARY EMPLOYMENT (NON-STUDENT EMPLOYMENT) – For questions about temporary employment please contact Human Resource Services at (360) 867-5361 or TTY (360) 867-6834.

The conditions of your employment follow the criteria listed below; if you believe they do not, you may have the right to appeal to the Washington State Department of Personnel (DOP).

1. Persons may work a maximum of 1,050 hours in any 12-consecutive-months period from the original date of hire. An appointment may be subject to remedial action in accordance with WAC 357-49 if the number of hours worked exceeds 1,050, exclusive of overtime or student work. Individuals are expected to adhere to the stated criteria; they are not eligible for benefits except as specified in number 5 below. If the employee believes a rule violation has occurred, the employee's request for remedial action must be filed with DOP within 30 calendar days after the effective date of the alleged violation. It is the responsibility of the hiring authority to ensure that temporary employees' hours do not exceed 1,050 from the original date of hire. *When the 1,050 hour maximum has been reached, the employee cannot work again in the institution until the anniversary of the original appointment date.*
2. Individuals in temporary appointments who work more than 350 hours become members of the union. Article 4 (Temporary Appointments) and Article 39 (Dues Deduction) of the Collective Bargaining Agreement cover temporary employees.
3. Persons who are expected to work half time or more for longer than six months must be hired from a qualified candidate pool.
4. Persons who are on layoff lists and take temporary employment with the institution will receive health insurance; they do not accrue sick leave, annual leave or the benefits of coverage under 28B.16 DOP rules.
5. A temporary employee who works 522 hours (an average of 87 hours per month) over a six-month period will be eligible for medical insurance if they are extended into the seventh month. The 1,050-hours rule does not exempt the college from the rules governing health and retirement benefits. An employee would be eligible for retirement benefits if the employee:
 - (a) is a prior member of TRSI;
 - (b) works in a PERS-eligible position.

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 _____