

I-9's must be completed BEFORE students start work! Submit a completed I-9 with a S/TAF and signed Conditions of Employment.

1. Type of Action: <input type="checkbox"/> Hire – Requires an attached, signed Conditions of Employment form <input type="checkbox"/> Extension <input type="checkbox"/> Separation <input type="checkbox"/> Retroactive <input type="checkbox"/> Salary Increase <input type="checkbox"/> Budget Change <small>Check the appropriate box:</small>													
2. Today's Date		3. Department/Unit Name			4. Dept/Unit Code		5. Supervisor's Name Extension						
6. Employee's Name: Last First Middle <small>(as it appears on the Social Security Card)</small> Write clearly and use employee's legal name.						7. Social Security No. * Required! <small>*Information request to carry out the IRS laws of the U.S. (IRC6109).</small>							
8. Current/Mailing Address: Street						9. Student ID (student employees only)							
City			State	ZIP		10. Phone			11. Birth Date				
12. Position Title				13. Prior State & Evergreen Employment and Dates				14. Campus Phone		15. Mail Stop			
16. Effective Date			17. End Date			18. Hours per Week	19. Rate of Pay	20. Org Code	21. Acct Code	22. Position Number	23. Class Code		
I.	Month	Day	Year	Month	Day	Year	per Week	of Pay	Code	Code	Number		
II.	Write in date work begins.	Write in date work ends (not to exceed June 30 of this academic year).	Enter a range or average, not to exceed 19 per week	6146 = Inst, registered at least 1/2 -time	6145 = Inst, registered less than 1/2 -time	6141 = Federal WorkStudy (FWS)	6142 = State WorkStudy (SWS)	6143 = Evergreen WorkStudy (EWS)	8998= WorkStudy	8999= Institutional			
24. Remarks													
25. Check the Appropriate Condition of Employment <input type="checkbox"/> Institutional Student. If working other jobs list work unit(s), supervisor and hours worked per week. Check this box if student does NOT have a work-study award. <input type="checkbox"/> State or Federal or Evergreen Work/Study Student. If working other jobs list work unit(s), and hours worked per week. <small>**Signature of Appointing Authority authorizes full payment from the Org code above after the student's work/study is exhausted and he/she continues working.</small> Check this box if student HAS a work-study award. <input type="checkbox"/> Temporary non-student. Work of a non-continuing nature which does not exceed 1050 in a 12-month period from the Original date of hire. <input type="checkbox"/> A temporary appointment to a vacant permanent staff position or replacing a regular TESC employee on leave for up to six months. <input type="checkbox"/> Permanent employee, accepting a temporary appointment for up to six months, continues to receive full benefits. <input type="checkbox"/> Volunteer or Student Internship, no payment. (For L&I Coverage Only) <input type="checkbox"/> Retiree from Washington State.													
Signature of Appointing Authority**						Date			Signature of Budget Officer			Date	
A budget authority must sign to make valid.													
Shaded Section to be Completed by HRS or SEO						Anniversary Date of Temporary Hire			Hours Projected to end of job			I-9 Completed Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date recorded in PPMS						Signature of Human Resources or Student Employment			Date				

Instructions: This form must be completed for all new student or temporary hires.

Employee Name _____

Today's Date _____

Position(s) _____

Pay Rate(s) _____

STUDENT EMPLOYMENT – For questions or additional information please call student employment 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 MPA or MES 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 officially 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. Students' hours are limited to a total of 516 hours in any consecutive six-month period, exclusive of 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 867-6695.

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. 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. Persons who are expected to work half time or more for longer than six months must be hired from a qualified candidate pool.
3. 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.
4. The 1,050-hours rule does not exempt the college from the rules governing health and retirement benefits. An employee who works at least half time for six months would be eligible for medical insurance at the beginning of the seventh month of employment. 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 _____