

St. Olaf College Summer Employment Agreement 2016

This form should only be used for hiring **non-St. Olaf student summer employees**. This form must be completed (all three pages) by the hiring supervisor and the person being hired. Once completed, the person being hired should submit the form a **minimum of one-week** prior to the **first day of employment** to the Human Resources Office. The Human Resources Office can then process other necessary employment forms at that time.

Employee Name: _____
(Please print – first, middle initial, last)

Summer contact information for person hired: Email: _____ Phone: _____

Summer Address: (address, city, state, zip) _____

Please check the appropriate blank that best describes you:

Non-St. Olaf student Previous St. Olaf Employee: Yes No

Job Title/Description: _____

Dept./Area Name: _____ Charge to Acct. Unit #: _____-52600

Supervisor Name (**Please print**): _____ Summer Contact Phone: _____

The summer employment period is May 25 through September 7, 2016.

Please indicate the specific employment period for this position: Start Date: _____ End Date: _____

_____ Summer Temp Employee - Total number of work hours requested: _____ x \$9.75/hour = \$ _____ Total

_____ Summer Research Employee – Total number of work hours requested: _____ x 11.00/hour = \$ _____ Total

_____ Other Pay Rate Requested: _____

* See [Summer Policy Guidelines](#) for alternate rates of pay or visit:

Summer Employment Agreement:

1. You will be paid with the bi-weekly staff payroll. Time records must accurately reflect the dates, times, and total hours worked, be verified by you and your supervisor and then submitted to the Payroll Office by the due date. **Late time records will be processed for payment in the subsequent payroll.**
2. If you will be absent from work, you must notify your supervisor as far in advance as possible.
3. If you terminate your employment, you agree to give a two-week notice to the supervisor when possible.
4. You may not work more than 40 hours per week during the summer without prior approval (all overtime hours require prior approval). This is a cumulative number between all departments you might work for during the same week.
5. You must read and sign the confidentiality agreement on page three of this form.
6. **Form I-9: Federal regulations require each employee to have a current/verified form I-9 on file. You must complete and/or verify your form I-9 with the Human Resources Office, Tomson Hall, Room 180, on or before your first day of employment. You will need to present original documents to verify your eligibility for employment. (See the back of this form for a list of acceptable documents.)**
7. To provide a safe and secure educational environment, St. Olaf College conducts criminal background checks.
8. Please note that this authorization is not intended as a contract and that your employment with St. Olaf will be "at will," meaning that either you or St. Olaf will be entitled to terminate your employment at any time and for any reason, with or without cause. This employment authorization supersedes any and all other discussions related to your offer of employment.

I have read this Summer Employment Agreement. I accept this employment under the terms stated above.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Vice President Signature: _____ Date: _____

LISTS OF ACCEPTABLE DOCUMENTS for form I-9
(photocopies or faxes not accepted)

You must provide one original document
from List A

OR

One original document from List B AND
one original document from List C

LIST A

1. U.S. Passport or U.S. Passport Card (**expired passports are not acceptable**)
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa.
4. Employment Authorization Document that contains a photograph (Form I-766)
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
 - a. Foreign passport: and
 - b. Form I-94 or Form I-94A that has the following:
 - (1) The same name as the passport; and
 - (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

LIST B

1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
 3. School ID card with a photograph
 4. Voter's registration card
 5. U.S. Military card or draft record
 6. Military dependent's ID card
 7. U.S. Coast Guard Merchant Mariner Card
 8. Native American tribal document
 9. Driver's license issued by a Canadian government authority
- If under the age of 18:**
10. School record or report card
 11. Clinic, doctor or hospital record
 12. Day-care or nursery school record

LIST C

1. A Social Security Account Number card, unless the card includes one of the following restrictions:
 - (1) NOT VALID FOR EMPLOYMENT
 - (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION
 - (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Certification of Birth Abroad issued by the Department of State (*Form FS-545*)
3. Certification of Report of Birth issues by the Department of State (DS-1350)
4. Original or certified copy of birth certificate issued by State, country, municipal authority, or territory of the United States bearing an official seal
5. Native American tribal document
6. U.S. Citizen ID Card (*Form I-197*)
7. ID Card for Use of Resident Citizen in the United States (*Form I-179*)
8. Employment authorization document issued by Dept. of Homeland Security

Office Use: I-9_____	W-4 _____	Dir. Deposit _____	Bkgrd Ck. _____	Lawson # _____
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St. Olaf College

CONFIDENTIALITY AGREEMENT

As an employee of St. Olaf College and as someone who works with confidential data, I understand that I will have access to information that is highly confidential in nature. I agree as a condition of my employment not to disclose Confidential Information to St. Olaf students or to anyone not affiliated with St. Olaf unless I have express permission from my supervisor. I further agree that I may share Confidential Information with other St. Olaf employees only if they need to know the Confidential Information in order to do their jobs. I understand that "Confidential Information" includes all information St. Olaf desires to keep confidential, including, for example, information of St. Olaf relating to its finances, personnel, or management. If I am unsure whether I may share or use Confidential Information, I will ask my supervisor. I understand that a breach of this Agreement will subject me to disciplinary action, up to and including termination of employment. In addition to understanding the need for overall confidentiality as an employee, each employee should be aware of FERPA – Family Educational Rights and Privacy Act. This federal law provides for the privacy of the education record of students while they are enrolled at St. Olaf and after they graduate or leave St. Olaf. Please familiarize yourself with the law by visiting the Registrar's Office website on FERPA: <http://wp.stolaf.edu/registrar/ferpa/>

Employee Signature

Date

Supervisor Signature

Date

(Submit signed forms to Human Resources, Tomson Hall, Room 180)