

**UNIVERSITY OF CONNECTICUT SCHOOL OF LAW
STUDENT EMPLOYMENT PROGRAM**

STUDENT WORKER POLICIES & PROCEDURES ACKNOWLEDGMENT

- I have been informed that as a full-time student I am not authorized to work more than twenty hours per pay week (Friday through Thursday) in any combination of University jobs while classes are in session. If I am a part-time student I am restricted to working no more than 30 hours per week when classes are in session. I understand that my combined hours worked may not exceed 40 hours per week during academic breaks. Furthermore, I recognize that the number of hours I work in a 2 week pay period may not be averaged – each week is considered separately.
- I have been informed that I may not begin working until I have received an email or written confirmation that my employment authorization has been approved and my start date is confirmed.
- I understand I must submit a time sheet for each pay period during my term of employment. I understand that each time sheet must be dated with the month, date and year of the pay period end-date and that each time sheet must be completed in ink. Time sheets must contain my signature and the supervisor's signature (faculty support persons may sign on behalf of faculty members.) "Zero" hour time sheets do not require a supervisor's signature.
- I have been informed that if I work a shift of 7.5 hours or more, that I may take an unpaid meal break of ½ hour or 1 hour (meal break length is to be established by agreement between supervisor and employee.) In jobs where students participate in the coverage of an office or function, unpaid meal breaks are to be scheduled by the supervisor. Any unpaid meal break must be documented on the time sheet. I understand that if I waive my right to an unpaid meal break, my signature on my biweekly time sheet will serve as my waiver for any breaks not taken within the respective pay period.
- I have been informed that there may be a delay of up to six weeks in my pay at the beginning of each authorization period and that further delays in my pay may occur should I fail to submit my correct and complete biweekly time sheet (including supervisor's signature) to the Student Employment Program Office by the appropriate deadline.
- I acknowledge that I must read the "Student Employee Information Guide" which is available in PDF format online and that if I do not have access to the information in that format, that I have requested and received a print copy of the Information Guide. I understand the University of Connecticut has the right to unilaterally change the terms described therein and that the Guide is in no way to be construed as a contract. I have read or will read, and agree to follow the policies listed in the Student Employee Information Guide:
 - Student Employment: Notice Regarding Student Responsibilities
 - Law School Policy on Harassment
 - General Rules of Conduct for All University Employees
 - UCC Policy on Computer and Software Use
 - University of Connecticut Policy Regarding Proper Use of State Telephones and Fax Equipment
 - University of Connecticut Policy Regarding Proper Use of Electronic Mail
- I understand that in accepting an on-campus job at the School of Law, I may have access to confidential information, files and material. I agree to hold confidential all information to which I have access solely because of my job assignment. I understand that maintaining confidentiality is a condition of my employment.
- I understand that it is my responsibility to pick up my paycheck or direct deposit receipt in the Student Employment Program Office on each pay period end date.

Signature

Date

Revised: 07/19/04