



## Student Employment Acknowledgement

I understand that it is my obligation to familiarize myself and abide with the Framingham State University Student Employment Guidelines as well as the following rules regarding student employment:

- Student employees may not begin work nor be paid for any work performed until all appropriate forms are processed, approved and a MassHR ID has been issued.
  - Student employees at Framingham State University may only work a maximum of 20 hours a week across all university positions (federal work study and non-work study) when classes are in session. Student employees may work up to 40 hours per week when classes are not in session. At no time can student employees work over 8 hours a day.
  - The following are exceptions to the 20 hours a week maximum:
    - Resident Assistants
    - Hours worked during peak periods at the beginning of the academic year
    - Black and Gold beginnings
    - Excess hours worked due to unforeseen/emergency situations
- Please note:** Even in these situations, student workers should not be permitted to work more than 8 hours per day and may not exceed 40 hours in a week.
- Only full-time, degree-seeking students enrolled in a graduate or undergraduate program are eligible for student employment. Students are not eligible for student employment if they fall below full-time status.
  - Withdrawal from the university will result in termination of employment. Students may not continue to work as student employees if they are no longer a full-time student.
  - Student employees are responsible for complying with all time-reporting deadlines when entering their hours worked in MassHR, as well as monitoring their pay for accuracy.
  - Student employees are responsible for notifying their supervisors, as early as possible, regarding any deviations in their normal work schedule.
  - Non-compliance with the above stated guidelines may result in reduction of hours and/or loss of employment. In addition, applicable provisions and standards regarding the University's guidelines and policies will be applied and enforced.
  - Employment status is at-will, temporary and part-time, does not contain provisions for fringe benefits, holiday pay or overtime pay, and is contingent upon the availability of funds.
  - The University reserves the right to amend or revoke any of these conditions herein at any time.

I acknowledge that I have read, understand, and agree to abide by the above stated guidelines for student employment at Framingham State University.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_