



UNC Asheville Career Center – Student Employment Contract

UNC Asheville ♦ 259 Highsmith University Union ♦ One University Heights ♦ CPO #1240 ♦ Asheville, NC 28804
828-251-6515 Phone ♦ 828-251-6871 Fax ♦ www.unca.edu/career ♦ working@unca.edu

Student Name: _____ Student ID: _____
Department: _____ Semester: *Fall Spring Summer* (Circle ALL that apply)
Supervisor: _____ Weekly Work Schedule (hours p/week each semester):
Position: _____ Fall: _____ Spring: _____ Summer: _____
Wages: Hourly Rate: _____ Stipend: _____ (Indicate amount) Maximum Earnings for this Contract: _____
Start Date: _____ End Date: _____

TO BE COMPLETED BY THE SUPERVISOR: I agree to hire the above named student in this department in the position noted for the _____ academic school year; pending continued funding and/or no institutional budget cutbacks. I will provide the opportunity for the student to work the appropriate amount of hours to earn the above award and will monitor hours so that payment does not exceed the noted amount. I will work with my Department to sign and send the monthly student worker timesheets and payroll request forms to the Payroll Office by 3:00 PM on the 17th of each month. I will report any job description and wage changes to the Career Center. A new contract will need to be signed by the supervisor and student and submitted to the Career Center to facilitate these changes.

Supervisor’s Signature: _____ **Date:** _____

TO BE COMPLETED BY THE STUDENT: I understand that I have the following responsibilities as a student employee at UNCA:

1. I must arrange a suitable work schedule with my supervisor and maintain that schedule.
2. I must give my supervisor advanced notice (preferably 24 hours) if I am unable to work.
3. I will not exceed a 20 hour work week (inclusive of all jobs secured on-campus) during the academic semesters. I will not exceed 40 hours a week (inclusive of all jobs secured on-campus) during semester and summer breaks. As a student employee, I am not eligible to work overtime or receive comp time.
4. I am responsible for completing and adhering to a new student employment contract for each position secured on-campus.
5. I will complete and submit my Employment Eligibility Verification (I-9 Form), required identification, and federal W-4 and state NC-4 payroll paperwork at the Human Resources Office (228 Phillips Hall) on or before my first day of work (International Students must submit their paperwork to International Student Coordinator).
6. Sign and submit a timesheet at the conclusion of each pay period to my supervisor for approval and signature. A paycheck will be issued for my work hours on the 15th of the following month. Departments will send the monthly time sheets and payroll request forms by 3:00 PM on the 17th of each month. Student timesheets are available at www.unca.edu/controller/Payroll.html#details.
7. If receiving a stipend or honorarium, I will check with my supervisor for reporting work hours and the date(s) for receiving my stipend payments (See #3 above for work hour limits).
8. I must adhere to the policies and procedures listed in the Student Employment Guidelines.
9. I understand that this position is available pending continued funding and/or no institutional budget cutbacks.

CONFIDENTIALITY STATEMENT

As a student employee of the University of North Carolina at Asheville, you may have access to information that is made confidential by federal law, such as the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, or state law, such as the Personnel Files section of the N.C. State Personnel Act, N.C.G.S. §§ 126-22 through -30, or other University rules or regulations. It is imperative that you maintain the confidentiality of that information.

All members of the UNC Asheville Community have the right to expect that all other members, in whatever role they may function, will respect their privacy and never disclose information in an inappropriate manner. The University needs to rely on your adherence to this principle.

I understand and agree with the above statement.

BEFORE I MAY BEGIN WORKING, I UNDERSTAND THAT THE FOLLOWING MUST BE COMPLETED:

1. I am required to report directly to the Human Resources Office on or before my first day of work to provide the required documentation, and complete my I-9 paperwork and BASIC employment verification (228 Phillips Hall) –Active for three years.
2. My federal and state tax Employee Withholding Allowance Certificate (Federal W-4 Form and State NC-4 Form) must also be completed and returned to the UNC Asheville Human Resources office (228 Phillips Hall).
3. My Student Employment Contract must be submitted to the Career Center (259 Highsmith University Union).

Student’s Signature: _____ **Date:** _____

INTERNATIONAL STUDENT WORK VERIFICATION:

All international students must have their employment verification paperwork reviewed and approved by the International Student Coordinator before starting work.

International Student Coordinator: _____ **Date:** _____

Robert Straub – 204 Highsmith University Union

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- Career Center: White Student: Yellow Supervisor: Pink

Updated 8/8/07