

**ANTIOCH COLLEGE
STUDENT EMPLOYMENT OFFICE**

CONDITIONS OF EMPLOYMENT

PLEASE READ ALL CONDITIONS CAREFULLY BEFORE SIGNING

Student Name: _____ SS# _____

1. You may not begin work nor be paid for any work performed, until all appropriate forms are processed and approved by the Student Employment Office.
2. Work hours are limited to eight (8) hours per day and seventeen (17) hours per week during study terms.
3. Rates of pay are set by the Student Employment Office according to the Student Employment Job Classification system.
4. Time sheets must be signed by both the student and their supervisor.
5. When you accept a position, it is your responsibility to adhere to the work schedule you agree upon. Notify your supervisor as early as possible if you cannot come into work or will be late. If you decide to stop working, to change jobs, you must give your supervisor two (2) weeks written notice.
6. Violation of any of these conditions and/or inappropriate job performance and/or behavior may result in termination of employment for a period deemed appropriate to circumstances. In addition, applicable provisions and standards of the Antioch College Honor Code, University Drug and Alcohol Policy, Civil Liberties Code, Community Standards, SOPP, RDPP, and any other College policy, rule or regulation will be applied and enforced.
7. If you are withdrawn from the College for any reason, your employment is terminated.
8. Your employment status is temporary and part-time, does not contain any provisions for fringe benefits or Holiday or overtime pay, and is contingent upon the availability of funds. Although you are an Exempt Class under Employment Training Law, you do not qualify for Unemployment Insurance.
9. The College reserves the right to amend or revoke any of the terms and conditions herein at any time.
10. I have received a copy of the 2006-2007 Student Employment Handbook and understand that I am responsible to read, understand, and abide by the policies within.

I acknowledge that I have read, understand, and agree to abide by the above stated Conditions of Employment.

Student Signature

Date