



## Holy Names University Student Employment Contract 2017-2018

Once completed, student will bring form to Student  
Employment Coordinator in the Financial Aid Office for processing.  
*Incomplete forms will not be processed.*

For any questions about the hiring process please reference the  
Student Employment Handbook. Common (W:)/01-Public/Student\_Employment\_Files

### Student Employee - Complete this Section:

Student Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Local/Mailing Address: \_\_\_\_\_  
Street City Zip Code

Local Telephone Number ( ) \_\_\_\_\_ HNU email \_\_\_\_\_

Do you have more than one HNU Student Employment Position? (2 positions max)  Yes  No

As a student employee at Holy Names University, I acknowledge that I may have access to information that is of a confidential nature and is protected by federal and state law. As a student employee, I am required to protect against unauthorized access and must ensure the security and privacy of such information. By signing this document, I agree that I will not transfer, disclose, discuss or otherwise transmit, either verbally or in written communication, any information which I obtain during the course of my employment, except as necessary for job performance. I understand that my failure to keep all information confidential can result in disciplinary action, including, but not limited to, termination from my position.

\_\_\_\_\_  
Student's Signature Date

### Supervisor – Complete this Section: (All Documents for employee to be completed prior to employment)

Department: \_\_\_\_\_ Dept. Account #: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone Extension: \_\_\_\_\_

Student Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

Hourly Rate: \_\_\_\_\_

**Oakland's Measure FF provides annual increases to Oakland's Minimum Wage on January 1st of each calendar year, based on the local Consumer Price Index (CPI-W) for urban wage earners. Holy Names University will ensure that all students wages will be in compliance with the minimum wage required under the Oakland ordinance Measure FF. Supervisors will be notified of the new minimum wage rate when that information becomes available below the minimum will be adjusted accordingly. No other adjustments will be made unless specified, in writing, to the Student Employment Office and Business Office.**

Late Summer	Fall	Spring	Early Summer
July 1 – Start of Semester	Start of Semester – Dec. 31	January 1 - Commencement	Commencement – June 30
_____ Hours/week	_____ Hours/week	_____ Hours/week	_____ Hours/week

**Maximum earnings: \$** \_\_\_\_\_

By signing this document, I acknowledge that no student employees may begin work until email confirmation is received from the Student Employment Coordinator. I also understand that students may not work more than 20 hours per week during the academic year and that I am responsible to train all student employees on required work breaks, maximum hours, and how to properly complete timesheets.

\_\_\_\_\_  
Supervisor's Signature Date  
(Note to all supervisors: International students who are also Graduate Assistants cannot be hired for student employment positions.)

### For Student Employment Office Use Only:

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Account to be charged: \_\_\_\_\_