

**St. Olaf College**  
**Summer Employment Agreement 2009**

Supervisors and student workers must complete this form and submit it to the Human Resources Office **1-week** prior to the **first day of employment**. The Office of Human Resources will process all forms necessary for employment.

Student/Employee Name: \_\_\_\_\_ Student ID # (if known): \_\_\_\_\_  
(Please print)

Summer contact information for student: email \_\_\_\_\_ Phone: \_\_\_\_\_

**Please check the appropriate blank:**

\_\_\_ Current St. Olaf student, returning for Fall 2009      \_\_\_ Graduating St. Olaf student, May 2009

\_\_\_ Non-St. Olaf student      \_\_\_ Incoming St. Olaf First-Year Student

Job Title/Description: \_\_\_\_\_

Dept./Area Name: \_\_\_\_\_ Charge to Acct. Unit #: \_\_\_\_\_

Supervisor Name (**Please print**): \_\_\_\_\_ Summer Campus Phone ext. \_\_\_\_\_

**Please fill in:** The summer employment period is May 21 through September 8, 2009.

Please indicate the specific employment period for this student: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

\_\_\_ Summer Student Work Employee (\$8.50/hr) Total number of work hours approved: \_\_\_\_\_

\_\_\_ Summer Research Employee Number of weeks to work: \_\_\_\_\_ @ \$\_430\_\_\_\_\_ = \$\_\_\_\_\_ Total

\_\_\_ Summer Student Work Other: \_\_\_\_\_

**Summer Work Agreement:**

1. Summer student workers will be paid on the bi-weekly staff payroll. Timesheets must include the charge to Acct. Unit #; accurately reflect the dates, times, and total hours worked; be signed by student and supervisor; and be submitted to the Payroll Office by the due date. **Late timesheets will be processed for payment in the subsequent payroll.** Incomplete timesheets will be returned to the supervisor.
2. If a student will be absent from work, he/she must notify the supervisor as far in advance as possible.
3. Students who terminate their employment should give a 2-week notice to the supervisor.
4. Students may not work more than 40 hours per week during the summer without prior approval (since overtime must be paid in this situation).
5. Students may have more than one on-campus job during the summer, but may not work more than 40 total hours per week without prior approval.
6. Students must read and sign the confidentiality agreement on the backside of this form.
6. **Form I-9 – Federal regulations require each student worker to have a current/verified I-9 form on file. All summer student workers must complete and/or verify their Form I-9 with the Office of Human Resources, Administration Bldg., Room 208, on or before their first day of employment. You will need to bring with you documents to verify your eligibility for employment. (See the back of this form for a list of acceptable documents.)**

I have read this Student Work Agreement, accept student employment under the terms stated and will complete Form I-9 on or before my first day of employment.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President signature: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use: I-9 \_\_\_\_\_ W-4 \_\_\_\_\_ Dir. Deposit \_\_\_\_\_ ECI \_\_\_\_\_ IPEDS \_\_\_\_\_ Lawson # \_\_\_\_\_

**Submit form to the Human Resources Office, Administration Building, Room 208 – Please see back of this form.**

**LISTS OF ACCEPTABLE DOCUMENTS for Form I-9 (photocopies or faxes not accepted)**

**You must provide one original document  
from List A**

**LIST A**

1. U.S. Passport (unexpired or expired)
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. An unexpired foreign passport with a temporary I-551 stamp
4. An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer

**OR**

**One original document from List B AND  
one original document from List C**

**LIST B**

1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address

**(List B continued)**

3. School ID card with a photograph
4. Voter's registration card
5. U.S. Military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority
10. School record or report card
11. Clinic, doctor or hospital record
12. Day-care or nursery school record

**LIST C**

1. U.S. Social Security card issued by the Social Security Administration (*other than a card stating it is not valid for employment*)
2. Certification of Birth Abroad issued by the Department of State (*Form FS-545 or Form DS-1350*)
3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. Native American tribal document
5. U.S. Citizen ID Card (*Form I-197*)
6. ID Card for use of Resident Citizen in the United States (*Form I-179*)
7. Unexpired employment authorization document issued by DHS (*other than those listed under List A*)

**St. Olaf College**

**CONFIDENTIALITY AGREEMENT**

(Submit signed form to Human Resources, Administration Building, Room 208)

As an employee of St. Olaf College, I understand that I may have access to St. Olaf's Confidential Information. I agree as a condition of my employment not to disclose Confidential Information to students or to anyone who is not affiliated with St. Olaf College unless directed to do so by my supervisor. I further agree that I may share Confidential Information with other St. Olaf employees only if they need to know the Confidential Information to do their jobs, and I have been directed by my supervisor to share the Confidential Information. I understand that "Confidential Information" includes all information St. Olaf desires to keep confidential, including for example, office conversations, information relating to finances, personnel, management, students, donors, and development plans. I understand that a breach of this Agreement will subject me to disciplinary action, up to and including dismissal from employment.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date