



**EMPLOYEE ACKNOWLEDGEMENT FOR TUTORS
OF MAXIMUM HOURS TO BE WORKED PER WEEK**

(NOTE: This employee acknowledgement should accompany every Student Appointment Form for Tutors)

Employee Name _____

Z# _____

Daytime or Cell Phone Number _____

FAU Email _____

Supervisor Name _____

Phone # _____

Supervisor Email _____

Department Name _____

I understand that by signing this acknowledgement, I am agreeing to inform my supervisor via signed timesheet (with actual hours worked) of any changes to my FTE (Full Time Employee %) in any given work week. The FTE is the number of hours worked / 40.

I understand that I should not work more than the number of hours per week indicated on the personnel action form or student appointment form, unless I have prior written approval from my supervisor.

I will always accurately report all hours worked on my timesheet.

"According to the Federal Fair Labor Standards Act (FLSA) tutors are considered Professional Exempt employees & are NOT eligible for overtime compensation." However, for timekeeping records, tutors will complete timesheets.

If I decide to work in more than one department, I will notify all supervisors immediately.

My appointment FTE is: _____

Employee Signature _____

Date _____