

## **CONDITIONS OF STUDENT GOVERNMENT TEMPORARY EMPLOYMENT**

Student Government Elected Officials and Student Employees are Temporary employees (formerly OPS) at the University as defined by University Regulations and human resources policies. As a Temporary student employee, I will be paid on an hourly basis and may not work more than 20 hours a week. In addition to the regulations and policies that apply to all Temporary employees at FAU, I also agree to the following provisions of my Temporary student employment:

- ❖ If my position qualifies for tuition reimbursement, I agree that in order to receive reimbursement I must (1) receive a grade of C or better in each class, (2) remain enrolled in each class for the full semester, and (3) remain fully employed in my Temporary student employment position through the last day of the academic semester. I understand that the Senior Vice President for Student Affairs may waive any of these requirements under special circumstances.
- ❖ I agree that I must maintain the required minimum grade point average and eligibility requirements as stated in FAU Regulations and the Student Government Constitution and Statutes as a condition of employment. If I fail to meet and sustain the minimum requirements, my employment will be terminated.
- ❖ I agree to follow and uphold the rules, policies and procedures contained in the University Regulations and Policies, and in the Student Government Constitution, Statutes and Fiscal Procedures Manual. I agree that it is my responsibility to read and become familiar with these documents.
- ❖ As a student in the Student Government at FAU, I do not have the authority to commit or contract on behalf of the University in any manner, including but not limited to written or verbal commitments, emails, and/or formal letters.
- ❖ I agree that my Temporary employment position, compensation, privileges and job availability may change at any time.
- ❖ I agree to attend all training sessions (informal or formal) planned by the Division of Student Affairs.
- ❖ I agree to use keys given to me in connection with my employment in the proper manner and follow all University and Student Affairs policies on keys.
- ❖ I agree to hold my required office hours during regular University business hours. I agree not to hold office hours when I am in class. I agree to submit a copy of my class schedule and office hours schedule to my Student Government Advisor each semester, and will notify my Student Government Advisor if I change my class schedule at any time.
- ❖ I agree to attend the mandatory Environment, Health and Safety (EH&S) training session on proper Golf Cart use before I can sign-out a golf cart through the Student Government Advisor.
- ❖ I agree to complete my timesheet in an accurate and timely manner according to University and Student Government Accounting and Budget office procedures.
- ❖ I agree that the University may terminate my Temporary student employment at will at any time without notice. I understand that my employer is the University, not Student Government. The Senior Vice President of Student Affairs or designee is the University delegate regarding all student employment matters.
- ❖ I agree to return all University property upon my separation from employment for any reason. If I fail to return any University property, I agree that the cost to replace all unreturned items may be deducted from my final paycheck, and/or a Student Affairs hold may be placed on my registration until all property has been returned.

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Student Employee Name

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Position Title

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Date

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Student Signature