

Employment Agreement

Acceptance of on-campus employment signifies that the student and supervisor agree to the terms and conditions set forth. Failure to meet employment expectations may be grounds for dismissal.

The student, in accepting employment, agrees to:

1. Participate in the employment program as outlined in the Student Employment Handbook.
2. Fulfill the employment assignment as agreed upon with the Student Employment Office and the employment Supervisor.
3. Work the hours contracted with the supervisor.
4. Strive to meet the duties, responsibilities, and standards required by the employment position as defined by the Supervisor.
5. Notify the supervisor in advance of any expected and/or unexpected absence/tardiness in accordance with individual departmental policies.
6. Maintain the security and confidentiality of information as required by federal law and college policy.
7. As a condition of employment, and to be paid, all student employees are required to enroll in direct deposit.

Dickinson College agrees to:

1. Provide opportunities for student employment which foster the goals of the employment program.
2. Maintain employment records in the interest of effective administration and documentation of the student work experience, and in accordance with general policies and relevant legislation such as the Federal Educational Rights and Privacy Act of 1974 (Buckley Amendment).
3. Promote equal opportunity to comply with related laws.
4. Make available any changes in procedures for the implementation of conditions of this agreement.

Dickinson College reserves the right to revise guidelines, procedures and/or forms for the implementation of the above agreement.