



Office of Student Employment

STUDENT EMPLOYMENT AGREEMENT

Unless otherwise noted, the terms "student(s)" and "student employee(s)" refer to undergraduate and graduate students.

Regulations

Students who accept a student employment position are bound by the policies and provisions contained within the Student Employee Policy and Procedures Manual (as may be changed from time to time by the University at its sole discretion) and are accountable for their actions and behaviors as articulated in the Santa Clara University Student Conduct Code.

Students who accept a student employment position are also bound by the policies, provisions, and expectations contained within the following University policies and programs: Drug-Free Workplace Policy, Workers' Compensation, Motor Vehicle Operator Policy, Prevention of Unlawful Harassment and Discrimination, Consensual Relations Policy, and Injury and Illness Prevention Program. Students who supervise other students must complete the required sexual harassment training.

Paperwork

All newly employed student employees must complete and submit the I-9 and W-4 forms before they are eligible to work on campus. The Student Employment Authorization form (SEA) is to be completed by the student's supervisor on the day the student is hired and must be submitted to the Student Employment Office prior to the student's first day of work. Both the student employee and hiring manager are responsible for ensuring that all documents are submitted to the Student Employment Office in a timely manner. Communications regarding student employment will be sent to the student's Santa Clara University (SCU) email account.

Work Guidelines

Student employees are eligible to work up to twenty (20) hours per week during academic terms. Graduate students may work more than 20 hours per week ONLY with the prior approval of the Manager of Student Employment. International students may not work more than 20 hours per week. During academic breaks, and over the summer, student employees may work full time.

Student employee overtime hours must receive written approval from the student employee's supervisor prior to working the overtime hours. Even if a student employee works overtime during an academic term, he/she is still expected to remain under twenty hours per week. (Exceptions may apply to graduate students who are approved to work more than 20 hours.) Student employees under 18 years of age are prohibited from working overtime.

A duty-free, 30-minute meal period is required after 5 consecutive hours worked. This meal period should be recorded on the employee's timesheet, as it is not compensable. A paid 10-minute rest period is required for each 4 hours of working time.

A student employee may have more than one position on campus as long as the total hours worked per week from all of his/her positions is less than 20 during the academic terms and 40 during the summer and academic breaks. (Exceptions may apply for graduate students who are approved to work more than 20 hours per week) An SCU student who has completed his/her coursework may continue to work as a student employee for one quarter after completing his/her required coursework towards his/her degree(s). Student employment eligibility ends on the day a student separates from the University for any reason other than completing his/her coursework toward his/her degree(s).

Reporting Hours

Student employees are required to report all hours worked on their electronic timesheet located at www.scu.edu/ecampus. A time reporting user guide can be found at www.scu.edu/ecampus/employees.

The employee's supervisor must review and approve all hours reported online. Each student employee must input his or her own hours. Falsification of reporting hours on a timesheet is a violation of Student Employment Policies and the Student Conduct Code. All timesheets are stored and can be viewed online.

Compensation Disbursement

Student employees are encouraged to utilize direct deposit to receive their pay. For students with direct deposit, the same bank account information is used for both payroll and student refunds. If a student already has direct deposit for student refunds, payroll funds will automatically be deposited in that same account. If a student does not utilize direct deposit, the University mails each check to the student employee's mailing address that is listed on eCampus. Student employees may view their electronic paycheck stub (advice) on eCampus. Student employees who utilize the Federal Work Study Program are responsible for tracking their earnings and must notify their supervisor(s) when their Work Study award is depleted.

Tax Withholdings

Student employment wages are subject to applicable federal and state income taxes. Student wages are exempt from Social Security, Medicare, and State Disability Insurance tax (FICA) during academic terms. During academic breaks lasting longer than five weeks (summer break), student employees must pay the employee portion of the FICA taxes. Any student employee registered less than full time at the University may be subject to Social Security and Medicare tax withholdings. Graduate students who receive approval to work more than 20 hours per week must pay the employee portion of the FICA taxes. Certain tax exemptions may apply to international students.

**I have read, understand, and agree to comply with the provisions of this document
and my signature below signifies such.**

SCU ID: _____

Date: _____

Print Name: _____

Signature: _____