Office of Residence Life
Bowling Green State University

Summer Assistant Work Agreement

Name:_____ BGSU ID#:_____ Date of Birth:_____

1. The Office of Residence Life at Bowling Green State University shall employ the appointee from May 11, 2015 through August 22, 2015. Most staff will be able to terminate the work agreement beginning the weekend of August 8-11, 2015. All training sessions are mandatory, which will be held May 11 – 22, 2015. The appointee shall perform such duties and services as identified in the position description for the Summer Assistant position description.
2. The University shall provide compensation in the amount of $8.10/hour for an average of 20 hours per week rendered in bi-weekly payments upon first day of employment until last day of employment according to the student payment schedule. There may be opportunities for additional hours, but is not guaranteed. There may be periods when 20 hours per week cannot be guaranteed. No employee is allowed to work more than 28 hours per week which includes one 30-60 minute staff meeting per week. Student staff working an additional campus job may not work more than 28 hours for all campus jobs combined. Summer Assistants will receive $150 in Falcon Dollars to assist with meals.
3. All staff will be required to serve as the on-call staff member for conference buildings, which requires staff to sleep overnight in the building, conduct rounds, and respond to situations.
4. Conference Programs will be the first priority to any other employment or commitments.
5. Summer school class schedules must be provided to supervisors by Monday, May 1, 2015 at 5 p.m.
6. Time off requests for known/anticipated vacation or time away, should be submitted by Friday, May 1, 2015 at 5 p.m. Summer Assistants receive 16 nights away. This includes weekends. These nights are meant to be used throughout the summer, and cannot be saved up until last week of employment. There are also times that vacation cannot be taken during the summer months, which are: Opening/Closing of Buckeye Boy State (June 13 - 21), Sigma Chi (July 27 – August 1) and Training (May 11 – 22).
7. Summer Staff will agree to register for no more than 2 classes per summer session, or 10 hours of internship work, without permission. It is the staff member's responsibility to notify the office immediately if their class schedule changes at any time. If the schedule has already been published prior to notifying the office of your class change, the staff member will be responsible for finding replacements for any shifts they cannot work due to the change in class schedules. At that point staff are not obligated to meet the minimum number of hours for that particular scheduling period, but will resume with the next scheduling period.
8. On-campus housing is provided for staff members as part of the compensation (covers on-call responsibilities) and it is required that staff live in their on-campus assignment throughout the term of employment. Staff will be permitted to move into summer housing assignments following spring semester closing. Some staff may be able to begin moving on May 10 and others may need to wait a couple of days until custodial is able to get rooms cleaned from students moving out of the building.
9. Summer Staff may not have overnight guests when there are conference guests who are under the age of 18 staying in the residence halls where staff live.
10. Summer Staff are responsible and will be held accountable for all material in the Summer Staff Manual and any policies and procedures that are issued by the employer. Please take the time to read the manual and fully understand the expectations, procedures and disciplinary consequences.
11. All student staff are expected to abide by the Student Code of Conduct, local, State and Federal Laws.
12. All student staff job action and ultimate job status is at the discretion of the employer.

*In the event of termination of this appointment, all benefits shall cease as of the termination date. Falcon Dollars will be prorated and the staff member will be responsible for any bills associated with leaving early. This appointment is subject to the provisions of the Constitution and Public Laws of the State of Ohio, the sufficiency of University funds and the official regulations of the Board of Trustees of the University. By signing this work agreement, you hereby agree to the above terms.

Your acceptance is based on the information provided by you in the interview. If you exceed the number of classes and other obligations discussed in the interview, the Office of Residence Life has the right to revoke and terminate the work agreement at any time. By signing below, you hereby agree to all the above terms. We are pleased to offer you this appointment and look forward to an engaging, meaningful, and rewarding experience as we work together for the coming conference season.

_____	_____	_____
Employee's Signature	Employee's Printed Name	Date
_____	Dr. Joshua D. Lawrie	_____
Employer's Signature	Employer's Printed Name	Date