

Student Employee Responsibilities Contract

All student employee positions are vital to the total operation of The University of Maine Farmington. As a student employee of UMF it is important that you accept the following responsibilities:

1. Report the hours that you work accurately, honestly, and **each day** on a time sheet located on MaineStreet. You must comply with the published payroll schedule located at http://financialaid.umf.maine.edu/student_employment.php. You may not project time anticipated to be worked. Both student employees and supervisors need to understand the seriousness of falsifying and approving incorrect time records which could result in disciplinary action up to termination. You may only be paid wages for hours that you have worked as certified by your supervisor. You may not be paid wages for receiving academic instruction.
2. Comply with department and college regulations. You must understand and comply with rules regarding work schedules, safety requirements, security measures, confidentiality and other policies that affect your work environment.
3. Perform the duties outlined by your supervisor willingly and efficiently to the best of your ability.
4. Respect the rights and property of UMF and fellow employees and treat all co-workers with courtesy and consideration. (The telephone is the property of UMF and should be used accordingly.)
5. Remember that you are the representative of UMF and it is important to be as courteous and helpful as possible at all times.
6. Respect your academic responsibilities. Although your employment can be a meaningful part of your academic experience, it need not interfere with or be detrimental to your academic work. If your workload or schedule begins to present an academic problem, do not hesitate to consult your supervisor.
7. Report to work regularly and punctually. If you are going to be late or absent from work, it is your responsibility to contact your supervisor as early as possible so alternative arrangements can be made. If you do not call in more than twice you understand that you will be given a verbal warning. If another occurrence happens after that you will be given a written warning. Any violation after that will result in termination.
8. The lack of performance or attendance is justifiable cause of dismissal.
9. Notify your supervisor if you decide to resign. In accepting a job at UMF, you are expected to remain on the job for the employment period (Summer or Academic Year) or until you allocation has been earned. If it is necessary to resign, you should notify your supervisor and the UMF Merrill Center at least two weeks in advance.
10. Dress appropriately for your position as defined by your supervisor.

I, the undersigned, understand that by not complying with the above mentioned responsibilities, my position at UMF could be terminated. My signature also indicates that I will abide by the above rules.

Student Signature: _____ **Date:** _____