



Student Employment Contract

Career Services • E334 Student Union • (937) 775-2556 • Fax (937) 775-3381 • <http://career.wright.edu>

UNIVERSITY ID NUMBER _____ PRINT NAME: LAST _____ FIRST _____ MIDDLE _____

I understand and agree to the following:

- 1. I must register for and attend classes for a minimum of 6 credit hours as an undergraduate student and 4 credit hours as a graduate student during each Fall, Winter, Spring, and Summer quarter that I work.

I may work Summer quarter without being registered for the minimum number of credit hours indicated above, if and only if, I am pre-registered for Fall quarter. This option is also at the discretion of the supervisor, as it requires an additional contribution to the state retirement system. In addition, I must be registered for the minimum credit hours during Summer quarter if I plan to use Federal Work Study.

- 2. I may work breaks (when classes are not in session), if I am pre-registered for the quarter immediately following the break.
- 3. I may work a maximum of 20 hours per week when classes are in session, a maximum of 30 hours per week during exam weeks, and a maximum of 40 hours per week during breaks (when classes are not in session). I understand I may never exceed a total of 40 hours in one week.

If I have a cumulative GPA of 3.0 or higher, I may work a maximum of 30 hours per week when classes are in session. The total number of hours worked for one week is the combination of all hours worked at all of the student employment jobs and graduate assistantships that I hold.

If I am an international student I may work 20 hours a week while school is in session, and 40 hours per week during breaks as long as I am pre-registered for the quarter immediately following the break. During Summer quarter an international student can work 20 hours per week if the student is considered a full time registered student through the Registrar’s Office. The student can work 40 hours per week if the student is considered a part time registered student or not registered at all through the Registrar’s Office.

- 4. I understand that direct deposit is requested into a checking or savings account at the financial institution of my choice.
- 5. Any restrictions regarding my employment (i.e. visa status, scholarships, etc) supersede any of the above listed policies.
- 6. Service under this contract, including the payment of wages, is subject to the sufficiency of legislative appropriations, the receipt of sufficient funds, and satisfactory academic and job performance on the part of the student. The pertinent provisions of the Ohio Revised Code are expressly incorporated in this agreement, and such service is also subject to the by-laws, code of regulation, and other actions of the board of Trustees currently in effect or as they may be amended hereafter.
- 7. I have read and understand the policies in the Student Employment Manual found at <http://career.wright.edu/student/studentemployment/manual/tableofcontents.html>. I agree to abide by the policies, currently in effect or as they may be amended hereafter, while I am employed as a student at Wright State University. Violations of any of the policies stated above can result in the immediate termination of my employment.

STUDENT SIGNATURE _____ DATE _____

EMPLOYER SIGNATURE _____ DATE _____