UVA WISE

CONDITIONS OF HOURLY/WAGE EMPLOYMENT

****PLEASE READ THE ENTIRE DOCUMENT BEFORE SIGNING.****

THIS AGREEMENT IS DESIGNED TO PREVENT ANY MISUNDERSTANDING ABOUT HOURLY/WAGE EMPLOYMENT WITH THE UNIVERSITY OF VIRGINIA'S COLLEGE AT WISE. IF THE APPLICANT DOES NOT AGREE TO THESE CONDITIONS, ANY OFFER OF EMPLOYMENT WILL BE WITHDRAWN.

Your signature at the end of this form attests that you have read, understand and agree that any employment is conditioned to the following terms:

1. My application information must be complete and accurate.
2. I must present identity & eligibility to work documents within three work days from the day I start work at The University of Virginia's College at Wise. If I am not a U.S. citizen, I must also maintain current legal permission to work in the United States.
3. Student employees must be enrolled full time at The University of Virginia's College at Wise.
4. My Social Security card or evidence of my Social Security Number must be presented to the Human Resources Office. The disclosure of my Social Security number is mandatory and required by Internal Revenue Code 26, USC Section 6011(b), (1976). It will be used for record identification for income tax withholding and for payroll purposes.
5. Student employees understand that they must abide by all College policies as outlined in the College Catalog and the Student Handbook.
6. Nonstudent employees acknowledge receipt of the following: University Code of Ethics, UVA Policy Statements on: "The Use of Drugs and Alcohol by Employees", "Sexual Harassment" and "Use of Internet and Electronic Communication Systems".
7. I must give the College permission to check my criminal convictions record, when required.
8. My reference check and criminal conviction check must be satisfactory.
9. I must meet the physical requirements of the job and submit to a physical examination, when required.
10. I must participate in the College's Drug/Alcohol Testing Program if I occupy a position which the College has determined requires drug/alcohol testing.
11. I understand that participation in automatic direct deposit of payroll checks is required by the College.
12. I may not work any overtime.
13. Student employees will be paid according to the Student Wage Plan or the Student Assistantship Plan, and cannot work more than 20 hours per week during academic sessions.
14. Upon my termination from employment, I will return any College or State property issued me during my employment.
15. If I owe the College any debt, the College may without restricting its other collection means, withhold the amount I owe from any check otherwise due me.
16. Hourly/wage employment is considered "at-will" employment and shall be terminable "at-will" by the employer or employee with or without cause. This means a wage position is temporary in nature and may end at any time.
17. Hourly/wage employees are not covered by the provisions of the Virginia Personnel Act; therefore, they are not eligible for the benefits which are provided to salaried employees, such as leave credits, holiday pay, health and life insurance, access to the grievance procedure and other benefits.
18. Hourly/wage employees are paid only for the hours actually worked.
19. Hourly/wage employees may work a maximum of 1,500 hours per fiscal year, which begins each July 1 and ends June 30 of the following year. Wage employees may not work beyond 1,500 hours within the period of a calendar year as an hourly wage employee.
20. Once an hourly/wage employee works the maximum of 1,500 hours, the full work year must pass before the employee can be rehired within the same agency.
21. Hourly/wage employees are eligible to apply for all classified and/or university staff positions offered by the College.

I have read the above and I understand that my employment is subject to these conditions. Representatives have satisfactorily answered all my questions concerning employment with The University of Virginia's College at Wise.

APPLICANT SIGNATURE _____ **DATE** _____

HD _____ I9 _____ IDS _____ LD _____ EAA _____ SCH _____ SWAL _____ BG _____ GP _____

UVA WISE

HUMAN RESOURCES DEPARTMENT

1 COLLEGE AVENUE, WISE VA 24293

PHONE 276-328-0142/0240
276-376-1067
FAX: 276-328-0239

CONDITIONS OF HOURLY/WAGE EMPLOYMENT FORM

All HOURLY employees MUST complete this form and RECEIVE APPROVAL from Human Resources BEFORE beginning work.

APPLICANT INFORMATION (PLEASE PRINT) COMPUTING ID _____ D.O.B. _____ PHONE _____

NAME _____ SOCIAL SECURITY NUMBER _____ - _____ - _____
Last First MI

ADDRESS _____ CITY _____ STATE _____ ZIP _____

☐ UNDERGRADUATE ☐ GRADUATE

EMPLOYMENT TYPE ☐ Student Wage ☐ Faculty Wage ☐ Temporary Wage ☐ Graduate

Have you been employed by UVA Wise within the last year? ☐ yes ☐ no

If yes, are you currently employed? ☐ yes ☐ no

If yes, department? _____ and type ☐ work study employee ☐ hourly payroll employee

Note: To be employed or to continue employment, all individuals must complete the on-line I-9 Employee Eligibility Verification Form and provide the required documentation and present upon request.

EMPLOYMENT INFORMATION (PLEASE PRINT)

Department _____ Supervisor _____

Cost Center _____ Designation/ Gift _____

Function _____ Fund _____ New Employee Title _____

Employee Begin Date _____ Employee End Date _____

☐ **HOURLY EMPLOYEES** (PAID BI-WEEKLY)

HOURLY PAY RATE ☐ MINIMUM WAGE - $13.75 OR ☐ $ _____ APPROX. HOURS PER PAY PERIOD _____

*** ANY REQUESTED PAY RATE ABOVE MINIMUM WAGE REQUIRES THE COMPLETION AND SUBMISSION OF THE *REQUEST FOR APPROVAL OF STUDENT WAGE RATE FORM* AND REQUIRES VICE CHANCELLOR SIGNATURE APPROVAL***

☐ **GOAL PAY EMPLOYEES**

PAY RATE PER GOAL DAY $ _____ NUMBER OF GOAL DAYS _____ TOTAL PAY $ _____

TO BE PAID ☐ MONTHLY ☐ BIWEEKLY ☐ ONE-TIME ☐ OTHER _____

REQUIRED APPROVAL SIGNATURES

EMPLOYEE SUPERVISOR _____ DATE _____

DEPARTMENT SUPERVISOR _____ DATE _____

HUMAN RESOURCES SUPERVISOR _____ DATE _____

****BUDGET OFFICE USE****

THIS DEPARTMENT HAS SUFFICIENT WAGE BUDGET TO COVER THE COST OF THIS WAGE POSITION

_____ _____