



Gustavus Adolphus College
Summer Employment Agreement 2012

Supervisor and summer employee must complete this form and submit it to the Office of Human Resources before May 15, 2012.

Summer Employee Name: _____ (Please Print)

Social Security # or Gustavus ID# _____

Summer contact information: E-mail _____ Phone: _____

Please check if: [] previously employed by Gustavus

The summer employment period is June 1 through September 2, 2012.

Please indicate the specific employment period for this employee:

Start Date: _____ End Date: _____

Department Name _____

Summer work Employee (\$7.25/hour first year +.25 cents for each year worked in same department.

Hourly Rate \$ _____

Summer Employee Agreement:

1. Summer employee will be paid on the bi-weekly payroll. Please submit your time through WebAdvisor by 10:00 a.m. on the Monday prior to the Friday payday.
2. If an employee will be absent from work, he/she must notify the supervisor as far in advance as possible.
3. Summer employee may not work more than 40 hours per week during the summer without prior approval.
4. Summer employee may have more than one on-campus job during the summer, but may not work more than 40 total hours per week without prior approval.
5. Form I-9 and W4 – are required that each summer employee has a current/verified I-9 form and W4 on file.
6. As a summer employee of Gustavus Adolphus College, I understand that I may have access to Gustavus's Confidential Information. I agree as a condition of employment not to disclose any confidential information.

I have read this Summer Employment Agreement, accept summer employment under the terms stated and will complete Form I-9 and W4 on or before my first day of employment.

Summer Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____