West Virginia University Academic Innovation
Student Employment Policy

Please read the following guidelines for Academic Innovation Student Jobs. As you read each statement, check it off. Checking the statement affirms that you understand and will abide by these general requirements.

☐ For the Spring and Fall terms, employment in a student position is contingent upon a student being enrolled for a minimum of one academic credit hour. If a student fails to meet this requirement, he/she is required to notify WVU Academic Innovation immediately.

☐ Student positions are filled on a term by term basis, subject to availability of Academic Innovation funds and specific needs.

☐ In accordance with organizational priorities, students may be transferred to another unit within WVU Academic Innovation as needed.

☐ Students enrolled in classes may work up to 20 hours per week, dependent upon the needs of Academic Innovation.

☐ Work with your supervisor to establish a reasonable work schedule for the term. Students are expected to report to work at the agreed upon time and adhere to their agreed upon schedule. If unable to follow the schedule, please consult your supervisor.

☐ Specific work assignments and responsibilities will be explained by the direct supervisors and/or department head. These may vary and be adjusted when necessary. All questions relating to specific work assignments should be directed to your supervisor.

☐ Any worker may work up to six consecutive hours without a break. After six hours a break of at least 30 minutes is mandatory.

☐ Students are expected to act professionally and dress appropriately as you are representing WVU Academic Innovation. Appearance and demeanor are expected to be professional and in accordance with your specific department policies.

☐ Student workers, interns, and volunteers are not eligible to receive WVU benefits. (Only Graduate Assistants are eligible to receive limited health insurance.)

☐ Supervisors are encouraged to evaluate your work performance. These evaluations will serve as a basis for any future letters of reference.

☐ Issues should always be handled in a confidential and professional manner. Any problems or concerns that you may have should be directed to your supervisor.

☐ Student positions can be discontinued at any time for any reason that Academic Innovation deems necessary. These reasons may include: unsatisfactory work performance, failure to report to work regularly, lack of professionalism, unexcused or excessive absenteeism, and/or tardiness.

☐ Completion of employment does not guarantee a job with WVU or any participating organization. However, interns have unique knowledge of WVU programs and projects not commonly available to other position applicants. Therefore, you would be encouraged to apply and compete for any available vacancies.

☐ I give my permission for WVU Academic Innovation to conduct reference inquiries.

By signing below, I certify that the information I have provided is true and accurate and that I understand and accept the basic employment requirements listed above.

______________________________  ______________________________
Signature                               Date
West Virginia University Academic Innovation

Information Sheet

Personal Information:

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Telephone Number

E-mail address

Emergency Contact Information:

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Relationship

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Telephone Number

Would you care to share any health-related issues that could arise in an emergency situation?

________________________________________________________________________

________________________________________________________________________
West Virginia University Academic Innovation
Teaching & Learning Commons
iDesign - Classroom Unit

Student Worker Orientation

Welcome to iDesign-Classroom! Our primary focus is to support instructional technology classrooms and instructors at West Virginia University. As part of the orientation process, please read the following points of emphasis, then fill out and return the Student Employment Contract. An Emergency Information Sheet is provided as well.

Thank you.
Roger Neptune
Manager, iDesign-Classroom

- **Responsibility for Reporting Time:** All students are responsible for maintaining an up-to-date time card utilizing the website http://myapps.wvu.edu (called MyAccess). No employee may work longer than six consecutive hours without recording a 30 minute meal break. Any break 15 minutes or longer also requires recording. If unable to report to work as scheduled, the student should receive permission from a supervisor prior to taking time. If it is an emergency, the student should e-mail classroom@mail.wvu.edu prior to their shift.

- **Pay Schedule:** As a WVU employee, you will be paid on the dates as indicated by the WVU Payroll schedule. The schedule can be found at http://benefits.hr.wvu.edu/ An electronic notice of deposits system is also available through WVU HR and the State Auditor’s Office.

- **Dress Code:** On a daily basis, students are expected to dress neatly, but professional attire is not required unless requested by the supervisor.

- **Student Employment Contract:** Review, sign, and return.

- **Emergency Information Sheet:** Fill out and return.