



## Student Employment Acknowledgment

This Student Employment Acknowledgment is an important document intended to help you understand and comply with requirements of Student employment. You are equally responsible for understanding and complying with the requirements that are not contained in this Acknowledgement, but which apply to you, such as those specific to your division, department or workgroup. CSU Pueblo may change the contents of this Acknowledgement at any time, with or without notice, in an individual case or generally, at its sole discretion.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the requirements within this document.

1. I will maintain Satisfactory Academic Progress as defined by the University's Satisfactory Academic Progress Policy.
2. I will maintain at least six (6) credits per period of enrollment for which I am employed
3. I recognize that work-study is to be earned. Studying, reading, surfing the internet, etc. is prohibited during scheduled work hours.
4. I will maintain a professional attitude in dress, speech, and habits.
5. I understand the importance of handling confidential information about the University, faculty, staff, or other students and all confidential information to which I have access must be protected.
6. I will not work more than twenty (20) hours per week.
7. I understand that I may only work with my supervisor's permission when regular University offices are closed such as weekends and holidays.
8. I understand that I must not work during scheduled class time.
9. I will submit an accurate timesheet for approval to my supervisor no later than 5:00 p.m. on the third working day of the month.
10. I will coordinate a work schedule with my supervisor, using my class and personal schedules
11. I will assist my supervisor in monitoring my hours to prevent over-earning my work-study award amount.
12. I will notify my supervisor no later than the first hour of the scheduled work period if I am going to be late or are unable to work my shift.
13. I understand that excessive tardiness or absenteeism may result in dismissal.
14. I understand that I cannot hold more than one (1) work-study position at a time.

**I have received and read a copy of CSU Pueblo Student Employment Acknowledgement. I understand that the requirements described in it are subject to change in CSU Pueblo's sole discretion at any time.**

**I further understand that my employment is "at-will" meaning it is terminable at any time, either by myself or CSU Pueblo, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind, although the termination cannot be for a reason that is contrary to applicable Federal, State, or local law.**



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**I understand that my status of employment is “at will” and that no circumstances arising out of my employment will alter my “at will” status. I do not have an employment agreement and my employment is not guaranteed. I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of CSU Pueblo Student Employment Acknowledgement.**

Employee’s Printed Name: \_\_\_\_\_ Position: \_\_\_\_\_

Employee’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The signed original copy of this acknowledgment must be given to Student Financial Services, where it will be save.