Student Employee Acknowledgement

 Clemson Libraries’ Policy – *Additional university-funded jobs*

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, *understand that I have been granted an exception to Clemson Libraries’ policy that typically disallows student employees from working in any other university-funded job while employed by the Libraries. I acknowledge that I have permission by my primary employer to work at another job in addition to my Library job. I understand that in my combined jobs at the University, the hours will be totaled and counted towards my maximum weekly hours of 28.*

Clemson University’s Employment Policy

* Effective January 1, 2014, Clemson University will not allow any student employees to work more than 28 hours per workweek at any time or for any reason.
	+ International students may not work more than 20 hours per week while school is in session. (While school is not in session, they may work no more than 28 hours).
* There will be no exceptions and no allowance for any flexible work times outside the normal seven-day, Sunday through Saturday workweek.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and understand Clemson University’s policy stating that all student employees work no more than 28 hours per week (no more than 20 hours if I am an international student). I acknowledge that failure to comply with this policy at any time will jeopardize my ability to continue as a student employee.

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Printed Name

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 Signature Date

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Supervisor Signature Date

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Dean of Libraries Signature Date