

University Assistant Employment Guidelines
Southern Connecticut State University

1. University Assistants cannot start work until he/she has signed an employment letter, completed an I-9 and all appropriate tax paperwork.
2. University Assistants are compensated for only hours actually worked. If the University closes due to winter weather or for some other reason University Assistants will not be paid for the hours not worked.
3. University Assistants must complete timesheets that accurately reflect the actual hours they worked each workweek. Any falsification of timesheets will result in discipline up to and including termination.
4. University Assistants are restricted to nineteen (19) hours per week for the duration of the appointment and total earnings not to exceed \$24,000 during a single fiscal year.
5. University Assistant appointments may be for up to one (1) year in length, but may not extend beyond the end of the fiscal year (June 30th). The University reserves the right to terminate a University Assistant from employment prior to the proposed end date for any reason including, but not limited to budgetary constraints, changes in work responsibilities or performance issues.
6. Individuals who are student workers (in accordance with Board Resolution #98-62) cannot be a University Assistant.
7. Graduate Assistants cannot also be employed as University Assistants.
8. Full-time employees cannot function as University Assistants during their regular work hours and for duties that are similar to their full-time positions.
9. University Assistants cannot telecommute unless they have received prior approval from the Associate Vice-President for Human Resources (or his/her designee).
10. Supervisors must notify Human Resources immediately if an employee resigns or leaves before the end of his/her appointment.

University Assistant's
Signature

Date

Last Revised: 5/06