**Student Worker Appointment Template**

**Completing a General Offer Letter for a Student Worker Appointment**

All fields contained within brackets [ ] are fields which require user modification. Click once on the words within the brackets and type your text. When a choice of paragraphs or sentences is given, **be sure to delete the paragraph or sentence not used**.

Tuesday, October 6, 2020

Dear :

This is to confirm that you have been hired as a Student Worker, in at Claremont Graduate University. Student workers are not eligible for CGU benefits, except to the extent required by applicable law. We anticipate that your services as a temporary worker will be needed through (enter date). This date, however, is subject to change. You are not under any employment contract and your temporary status can be terminated at any time without notice.

You are required by federal law to complete an I-9 form to verify your eligibility for employment.  CGU expects this form to be completed prior to your employment whenever possible, or on the day, you begin work.  Please be prepared to present the documents necessary to complete this form and confirm your eligibility to the Human Resources Department at 150 E. 10th Street, Claremont CA, 91711 Harper Hall Suite 117A, Payroll Hours: Monday thru Friday 8:30AM to 5:00 PM Closed 12:00PM to 1:00PM (During Pandemic please e-mail Virginia Ramirez at Virginia.Ramirez@cgu.edu).

The terms of this offer are outlined below:

* This appointment is [type of appointment i.e. University part-time hourly, work-study, summer employment] and is subject to satisfactory performance of your duties, and availability of work and departmental funding. You are responsible for maintaining eligibility for student employment and any other requirements for the appointment, as set forth in the appointment description.
* Students are limited to 20 hours per week.
* The mutually agreed upon start date for your appointment is . Please report to.
* Your hourly pay rate is . You will be paid bi-weekly (every other Friday). You may expect your first paycheck on .
* As a student worker, you are exempt from paying the 7.65% FICA tax (Social Security, Medicare, etc.) during periods of enrollment of six credit hours or more.

[Click here to post Departmental Appointment Requirements and Performance Expectations]

Please sign and date this letter indicating that you have read and fully understand the provisions of your appointment as explained above. We look forward to working with you!

Sincerely,

My signature below also indicates that as an employee of the University, I am placed in a position of

confidence and trust. My appointment may give me access to confidential information, the unauthorized disclosure of which could cause irreparable damage to students, staff, faculty, alumni, patients, affiliates, agents or contractors of the University. In accepting this position, I agree that during and after my employment with the University, I will not use or disclose any confidential information except as may be necessary and appropriate in fulfillment of my duties, and I further agree to maintain the confidentiality and security of University information in accordance with University information-security policies as they may be amended from time to time. I also agree to maintain the confidentiality of my password for all systems that I use to access confidential information.

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Student’s Name and Signature Date