Fordham Student Employment Policy and Disclosure Form

It is Fordham University's policy and practice to employ Fordham University students on a part-time basis in compliance with all applicable state and federal laws. These part-time positions are designed to help students earn money for their educational and living expenses, as well as gain work experience. This policy and disclosure form applies to students who are paid on an hourly basis.

During the regular academic year, Student employees may work no more than an aggregate of 19 hours per week at any and all assignments for which they have been hired. There will be no exceptions.

Furthermore student employees working through the Student Employment Office (SEO) may only work the number of hours authorized for that particular Student Employment Placement and those hours are included in the 19 hour maximum.

Student employees are required to disclose to each manager or supervisor any and all positions for which they have been hired. When taking any new position at Fordham, they must notify both their new prospective manager/department head, as well as the manager at any existing Fordham University employment assignment that they may currently hold. Failure to report this information to both their prospective and present managers may result in loss of employment.

As part of the hiring process the employee must complete the “Fordham University Student Employment Disclosure Form” disclosing each position held. The supervisor will send a copy of the disclosure to Human Resources (HRIS) and, where applicable, to the Student Employment Office. Students may not work dual assignments simultaneously (i.e. during the same work hours).

Student employees will be paid on an hourly basis, and are required to complete, on a daily basis, timesheets that accurately reflect their actual hours worked.

Completed timesheets are to be reviewed by the student worker’s supervisor on at least a weekly basis for verification and accuracy. Employees are prohibited from performing any “off-the-clock” work. “Off-the-clock” work is defined as work the employee may perform but fails to report on the timesheet. Any employee who fails to report or inaccurately reports hours worked will be subject to disciplinary action, up to and including loss of employment.

It is a violation of Fordham University's policy for student employees:
- to work in excess of 19 hours per week during the regular academic year (exception for summer)
- to work in excess of the hours authorized by the SEO for their placements
- to not disclose additional positions
- to work dual assignments simultaneously during the same work hours
- to falsify a timesheet
- to alter another employee’s timesheet
- to fail to comply with the terms of this policy (separate policy applies in summer on hours)

Fordham University Student Employment Disclosure Form:  I ____________________(print name) have read the policy and I will comply with this policy and the requirements to report all University employment for which I am hired.

New Position _____________________________ Department___________________

Additional Position/s: _____________________________ Department___________________
(Write none, if not applicable.)

Student Signature _________________________ Date__________________