

**University of Wisconsin-Milwaukee  
University Housing  
Summer Employment Terms and Conditions**

**I agree to the following terms and conditions with respect to my summer hourly live-in position:**

- a. A single room in a residence hall community. University Housing reserves the right to reassign me to another community and/or room in its sole discretion.
  - i. Room Availability: University Housing will determine summer occupancy based upon the following factors:
    - 1. 1<sup>st</sup> placement will go to student hourly staff current living in the residence halls and working for the department
    - 2. 2<sup>nd</sup> placement will go to current and newly hired student hourly staff
- b. An hourly rate will be set dependent upon position and area. The hourly rate will not change during the summer months even if my occupancy with University Housing changes.
- c. *I acknowledge that University Housing encourages me to consult with my financial aid counselor prior to accepting this position, which may have an impact on my total aid package or how my cost of attendance is determined. I understand that it is my responsibility to follow-up with my financial aid provider about the ramifications of accepting this position.*

**II. PERIOD OF AVAILABILITY:** I will be available for employment during the summer weeks. The summer weeks will be determined upon the last day of the Spring Semester and first day of the Fall Semester. I will be available to work 40 hours a week for 12 weeks if I have **continuous** employment with the department or 13 weeks if I will only be working for the department during the summer. Outside of working my 12 weeks for 40 hours during the summer, I will be able to work 25 hours if I continue employment with University Housing. (**Continuous** employment = working during the summer weeks and continuing to work during the Fall semester)

- a. **LEAVE TIME:** Seek approval from my supervisor for leave/time off well in advance whenever possible. There are sometimes of the year that are busy for particular University Housing departments and time off requests may not be approved by supervisors in their sole discretion.
- b. **TARDINESS:** Late arrival to work is defined as arriving and/or clocking in after the scheduled start time. For disciplinary purposes, any tardiness will be counted toward unexcused absences for the summer. The supervisor has the authority to take disciplinary action for excessive tardiness.
  - i. Supervisors may have a different expectation for arrival time to a shift. Please speak with direct supervisor to find out specific position expectations.
- c. **MEETINGS:** Attend required meetings and within the first 14 days of employment must complete all required trainings (including but not limited to iASK1, Executive Order 54, Title IX, FERPA, etc).
- d. **TIME PERIODS OF ADDITIONAL PRESENCE:** I will need to work an average of 20 hours each week during the summer months in order to retain my living accommodations. I agree to work closely with my supervisor to assure this requirement is met or work directly with my supervisor should I be seeking an exemption from the 20-hour minimum.

**III. POSITION RESPONSIBILITIES:** Each employee will be provided positions responsibilities by their supervisor.

**IV. BEHAVIORAL EXPECTATIONS:**

- a. **ROOM USE:** I am expected to uphold all expectations from the University Housing Resident Handbook regarding my living accommodations. I may be held responsible for any damages or cleaning charges incurred during my time living in the room.
  - i. **CHECK IN & CHECK OUT:** I am expected to follow all policies and procedures regarding the summer check-in and check-out process of University Housing. These policies and procedures will be communicated with me via email prior to move-in and move-out, respectively.
  - ii. **ROOM OCCUPANCY: I am responsible for the care and occupancy of my room from my assigned check-in date to the check-out date. Should I choose to move off-campus prior to the end of my summer employment, I will need to officially check-out of my assigned space and return my keys to University Housing a designated staff member. I will also need to inform my supervisor prior to moving out.**
- b. **MAINTAIN GOOD UNIVERSITY STANDING:** I understand that my behavior, both in and outside of University Housing, can and does have impact my position. I understand that I must maintain good standing with the University and maintain behavior and role modeling consistent with being seen as a representative of University Housing. Failure to do so may result in termination of my position as an employee.
- c. **CODE OF CONDUCT:** I acknowledge that I am expected to comply with UWM's Faculty/Staff Code of Conduct, which can be found online at [http://www4.uwm.edu/secu/docs/other/S\\_65\\_Code\\_of\\_Conduct.pdf](http://www4.uwm.edu/secu/docs/other/S_65_Code_of_Conduct.pdf). The Code establishes the minimum professional expectations, and if I have any questions about those expectations, I will direct those questions to the appropriate supervisor.
- d. **ONLINE BEHAVIOR OR OTHER SOCIAL MEDIA:** I understand that as a representative of University Housing that I am expected to model good behavior and that this includes my online behavior or use of social media, which may be considered by University Housing as it deems appropriate.
- e. **EQUIPMENT AND SUPPLIES USAGE:** I will have access to a various office and labor equipment. I will also use my staff issued apparel or name badge for authorized purposes.
- f. **CONFIDENTIALITY:** I understand that I must maintain confidentiality in regards to any information received as a result of my position about a student, perspective student, and their family. I will not use any such information for personal reasons and will not access student information unless I have legitimate, work-related reason to know it.
- g. **OBSERVE RULES AND LAWS:** I agree to observe and uphold all University Housing and University Rules and Regulations (found in the University Housing Resident Handbook, the Student Employee Handbook, and online at [uwm.edu/housing](http://uwm.edu/housing)). Further, I agree to abide by all applicable laws and regulations.

- h. KEY CONTROL & USAGE:** I understand that part of my responsibilities will include being issued keys to resident personal spaces, offices with confidential files and records, and restricted access facilities management areas. I agree the following policies related to key management and control:
- i.** Abide by directions of use for the Key Watchman system.
  - ii.** Never use work-related keys for personal reasons unless direct permission is received from a supervisor.
  - iii.** Never lend the keys out to any other person, unless permission has been granted by a supervisor.
  - iv.** Never lose or misplace any University Housing-owned keys.
  - v.** Never leave restricted or secured areas unsecured or grant access to unauthorized areas.
  - vi.** Never grant unauthorized entry into a resident room. Always verify the identity of the resident or staff member before using a key to enter a room or space.
  - vii.** Never unlock a door to a resident's room or other secured area for another person (non-resident of that room/suite) unless permission is granted by a supervisor.
  - viii.** Never be involved in any unauthorized use of keys.

**i. USE OF ALCOHOL, OTHER DRUGS, ILLEGAL CONDUCT, & INAPPROPRIATE BEHAVIOR**

- i.** I will report to my supervisor when a fellow employee is suspected of being under the influence of alcohol or illegal drugs while working. Failure to report these incidents may result in disciplinary action.
- ii.** I understand that if I am of legal age for the possession and consumption of alcohol within the State of Wisconsin, I must do so in a responsible manner and to be role models to residents and staff concerning the use of alcohol. Drinking with underage residents or assisting in any manner with violating State law or Housing policy concerning alcohol/drugs may lead to disciplinary action or termination
- iii.** If I observe or suspect an underage resident(s) is drinking or is under the influence of illegal drugs, I must report it to their supervisor. If I do not do so, I acknowledge the following consequences apply:
  - 1. If the event takes place in University Housing, I will be terminated.
  - 2. If the event takes place off campus, it is considered grounds for probation or termination, at the discretion of my supervisor.

**V. ADDITIONAL REQUIREMENTS:**

- a. ACADEMIC REQUIREMENTS:** I must have a minimum 2.5 semester & cumulative GPA to interview for, attain, or retain continuous employment. I understand that if I met the GPA requirements at time of application but my semester or cumulative GPA was lower than the required 2.5 at the start of the employment period, this employment agreement is void and my offer rescinded.

- i. Summer Employment Only: I must have a minimum 2.0 semester & cumulative GPA to interview for, attain, or retain summer employment for 13 weeks. I understand this means I will not be able to remain employed with the department during the following Fall Semester.
- ii. Non-UWM students who are hired as student employees must provide documentation of enrollment, grades, and contact information.

**VI. SEPARATION:**

- a. **TERM OF CONTRACT:** I understand that this agreement may be terminated by either party at any time for any reason.
  - a. Employment is probationary through the first 60 days of employment.
    - i. Employment may be terminated by either party at any time for any reason, although employees are required to give 2 weeks' notice. Failure to provide a 2 weeks' notice may prohibit future employment with University Housing or a positive reference.
  - b. Termination from any University Housing position may result in immediate termination from all University Housing staff positions. Terminations also result in a six (6) month period before the employee may seek consideration for re-hire.
- b. **PROPERTY RETURN:** At the end of my position, I agree to return all unused office supplies, my name badge, any official University Housing apparel, and any other UWM property as designated by my supervisor. I understand that I will be charged for the cost of these items if they are not returned.
- c. **VACATING HOUSING ASSIGNMENT:** I understand that if this agreement is terminated by either party I will be required to vacate my assigned room. Should I wish to continue to live in the residence halls, my continued residence is contingent upon the consent of University Housing, the availability of space, and the completion of the University Housing contract and payment of the contract fees.
  - a. **VACANCY PROCEDURES:**
    - i. I understand that, if I resign my position, I will have 72 hours from the time of the resignation to move out of my assigned room.
    - ii. If I am terminated from my position, I am entitled to fourteen (14) calendar days to appeal that decision and I may be relocated to a space in another residential facility during that time period. If I am terminated, appeal, and am not successful in that appeal, I understand that I must move out immediately at the end of the fourteen-day time period.

**Failure to abide by any of the above terms and conditions may be grounds for discipline and/or immediate termination in UWM's sole discretion.**

- VII. GENERAL ACCEPTANCE STATEMENT:** By signing, I agree that I have read, comprehend, and can complete the duties and guidelines outlined in this agreement.

Print Full Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_