



PLU Student Employment Student Worker Rights and Responsibilities

Your Name _____ PLU ID _____

Are you at least 18 years old? _____ Job Start Date _____

Who is your supervisor? _____

Your Rights

When you work in WA, you have rights that are protected by law. PLU cannot violate these rights. If you feel that your rights are being violated, contact Student Employment. You have the right to:

- A workplace that is free from harassment and does not discriminate against you based on a legally protected class: race, sex, skin color, nationality, religion, disability, or age (40 years old or older).
- A paid 10 minute break if your shift is at least 4 hours long AND an unpaid 30 minute break when your shift is more than 5 hours long. If your shift is at least 7 hours long, you might be eligible for more breaks.
- 90 calendar days after your first shift at PLU, you will be able to take *paid* sick leave. Student workers accrue .5 hours of paid sick leave for every 20 hours of work. If you are sick and have not yet earned sick leave, you can still take *unpaid* time off.
- If you have a medically documented disability, you have a right to reasonable accommodations so that you can do your job well.
- Earn at least minimum wage: \$12.00/hr. If you work more than 40 hours in one week you will earn overtime pay of "time and a half." Your supervisor cannot ask you to change the hours on your time sheet to avoid overtime pay.

Your Responsibilities

PLU requires all student workers to uphold certain policies. Violating these policies could cause you to lose your job. As a student worker, you agree to:

- Fill out a W-4 and I-9 *before* you start working.
- Accurately report the hours you work in your Banner time sheet.
- Respect PLU's hourly limits. Students working on campus cannot work more than 20 hrs/wk for all on campus positions combined during the school year and more than 40 hrs/wk during the summer and on official breaks.
- Read the student employment handbook
- Maintain confidentiality, uphold FERPA, and respect PLU's computer policies.
- Take at least 6 credits during the fall and spring semesters. Graduate students only need to take 4 credits each semester.

Student Signature

Date