

Supplemental Student Employee Contract

Preferred Name: _____ Student # _____

Humber/GH Email: _____ Phone: _____

By signing this contract, I understand that I have the following responsibilities as a student employee at Humber:

1. I have read the complete position description and understand the role.
2. I will not exceed a 24-hour work week, and am aware of my rate of pay. I will enter my hours into the Time Management system regularly.
3. I am aware of the start and end dates of my employment.
4. I will attend (and be paid for) all training, including those mandated by Humber (diversity training, workplace safety, etc.).
5. I will arrive at work on time when scheduled to work, and give as much notice as possible if I cannot attend. If required by my employer to find a replacement, I will do so and provide notice of the schedule switch ahead of the shift start time.
6. I will dress appropriately for the work (eg. Work boots, office attire, etc.).
7. I will be prepared to work when I arrive, and will work to my best ability.
8. If I need to complete school work, or attend to a personal matter, while working, I will only do so with my supervisor's knowledge and approval.
9. I will behave in a professional manner; recognising that as a Humber employee I am a role model and need to present myself as such. In addition, I will conduct myself appropriately towards my peers, and understand that I may be privy to confidential information, which I shall treat as such.
10. I will ask for help if/when I need it.
11. I will be provided with meaningful work – recognizing that sometimes my work might not seem meaningful and may be mundane (stuffing envelopes, hanging posters, etc), most of the time my work should be relevant.
12. I will receive feedback throughout my work term.
13. I will give and get respect. Humber is a diverse community and all of our members are treated fairly and with respect.
14. I will familiarize myself with, and follow all Humber policies, and assume that others in the Humber community will do so also. These include, but are not limited to, [Humber's Sexual Assault and Sexual Violence Policy and Procedures](#), [Accessibility Policy](#), [Gender Diversity Policy](#), [Human Rights Policy and Procedures](#) and [Code of Student Conduct](#).
15. I will only be employed while an active student at Humber or Guelph Humber.

Student Signature: _____ **Date:** _____

Manager Signature: _____ **Date:** _____