**Part-Time Employment Form**

420 West Main Street, Danville, VA 24541

1-800-AVERETT www.averett.edu

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby accepts employment with Averett University in the position of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (attach position description). The anticipated start date of employment is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Termination of employment shall be by written notice specifying the last date of employment.

**This position is:**

|  |  |
| --- | --- |
| Undergraduate student worker |  |
| Averett graduate of \_\_\_\_\_\_\_\_\_\_(year) | Former Averett student (non-graduate) |
| International student worker | Nonstudent, part-time employee |
|  |  |

**Compensation for this position is:**

|  |  |
| --- | --- |
| Monetary Compensation | Other Compensation |
| Stipend: $\_\_\_\_\_\_\_\_ per \_\_\_\_\_\_\_\_\_\_\_\_\_ | Tuition waiver |
| Hourly pay of $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Housing: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Other payment: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Meals: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Stipend total of $ \_\_\_\_\_\_\_\_\_\_\_\_\_ per pay period for \_\_\_\_\_ (number) of pay periods**. | |
| Special instructions: | |
| Budget #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Maximum amount budgeted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Employees are paid on alternate Fridays according to a payroll schedule posted on the Averett University website and/or intranet. All student employees must complete a time card in Paylocity for all hours worked for each pay period.

Employment at Averett University is *employment at will* under Virginia law and may be terminated by either party upon appropriate notice to the other party. Averett does not pay compensation for times when work is not performed.

Acceptance of an offer of employment is conditioned upon completion of certain requirements and completed documents to be filed with the University payroll office prior to the start of work: All documents are sent via Paylocity Onboarding tasks.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Acceptance of employment:** | | | | | | | | | | |
| Employee Name (print): | | | | | |  | PID: |  | | |
| Email Address: | | |  | | | | Telephone: | | |  |
| Employee Signature: | | | |  | | | Date: | |  | |
| Supervisor Signature: | | | | |  | | Date | |  | |
| HR Signature: | |  | | | | | Date | |  | |
|  | | | | |  | |  | | |  |
| **International Student Employees:** | | | | | | | | | | |
| SEVISPDSO: |  | | | | | | Date: | |  | |

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