

Employment Contract with Information Services

I have read the training manual and agree to the terms of employment including punctuality, substitutes, and my responsibilities as a switchboard operator and kiosk attendant.

I understand that the computers in the office and the laptops in the kiosks are university property and come under the state guidelines for responsible computing. I also agree that when I am working, I may not use the computers for Instant Messaging and may not download or save documents on the hard drives. If I am working on a document, I must save it to my own device.

I have been given two uniform shirts to wear each time that I am on duty in the kiosks. If I work for a full semester with University Information(UI), the shirts become my personal property when I leave my employment with UI. If I leave before I have worked a full semester (at least 4 months), I agree to pay University Information for the shirts. The cost will be what the department paid for them. Hours will be withheld from my final time sheets until the shirts have been paid for.

I also understand that should a campus wide emergency occur where the university switchboard would need to be open for extended hours or need additional operators on duty, I will be called on to work.

Print Name _____

Signed by Employee _____

Signed by Supervisor _____

Date _____