

Lodewick Visitors Center Employment Contract 2008-2009

Employees of the Lodewick Visitors Center (LVC) are *required* to attend all training sessions including shadowing tours, reading and memorizing University facts and history, handicap etiquette, and general office procedures. Colleagues are expected to lead campus tours daily and to complete all assigned tasks promptly.

Terms of employment include:

1. Receive _____ per hour. Paychecks are issued bi-weekly on Thursday after 3 pm. Completed time cards are also due on the same day when paychecks are issued.
2. Your work schedule is based on your class schedule and availability. Days off must be requested prior to the creation of the three-week work schedule. Once the schedule is made – you need to find your own coverage.
3. Attendance at staff meetings is *mandatory* – only exception is if you have a class.
4. Working at Open House is mandatory - *No exceptions*
5. LVC hours of operation are as follows-
Monday – Friday 10 am – 6 pm If leading a tour – show up 15 minutes prior
Saturday and Sunday – 10 am – 4 pm. If leading a tour – show up 1 hour prior
6. Mandatory work days-
Open House (Sunday -fall and Saturday-spring)
Fall and Junior Showcases (Columbus Day, Veterans' Day and Good Friday)
Fall Training – end of August for 4 days
Spring Training – Monday before classes start in spring semester
8. LVC Holidays – the LVC will be closed on the following days in 2008-2009
Thanksgiving Weekend
Christmas Weekend
New Year's Weekend
9. Uniform shirts will be provided to new Colleagues. Uniform or UConn shirts and nametags must be worn while on duty. No jeans, flip-flops or sneakers (unless giving a tour) are to be worn at the LVC.
10. Read and follow the LVC Employee Manual. Inability to perform responsibilities / termination of employment will result in immediate void of all financial compensation.

_____ will be employed by the LVC for training beginning April 11, 2008 and as a part time (part time is up to 20 hours per week) employee beginning August 17, 2008.

I, _____, have read and understand the above terms.

_____ (signature) and _____ (date).

** Appointments are for one semester only and are renewed at the discretion of the Visitors Center Manager*