

# EMPLOYMENT INFORMATION

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## DATES OF EMPLOYMENT

Most student employees are hired into continuous employment beginning in early or late August. Your date(s) of employment are confirmed in your appointment letter. Occasionally, students may be hired to only work for a semester or for another shorter duration of time to complete special projects. Some positions may not have summer hours available. It is important to read your appointment letter carefully and confirm your dates.

### Orientation

Employees hired for the start of the academic year are required to attend fall orientation to retain employment for the academic year. Similarly, students hired mid-year are required to attend orientations (dates and times are determined and communicated via the supervisor). Employees hired for the start of the summer are required to attend summer orientation to retain employment for the summer.

Students who miss orientation forfeit their employment and are eligible for employment with Housing four months after effective date of termination. These actions may be appealed to try and regain eligibility.

### Summer

Student employees who are hired for the summer are expected to work the full summer employment period as outlined in the position description and confirmed in the appointment letter. A limited number of unpaid vacation days may be allowed.

If you are in a position that requires summer hours and you cannot work during the summer, your job cannot be held open for you unless you are on an approved leave of absence. See the [Leave of Absence](#) section for more information.

Employment eligibility is contingent on working the full dates of summer employment. Leaving a summer position without proper notice may result in the forfeiture of employment eligibility, including any concurrent or future jobs being rescinded. See the [Ending Employment](#) section for more information.