



PLU Student Employment

Student Worker Rights and Responsibilities

Your Rights

When you work in WA, you have rights that are protected by law. PLU cannot violate these rights. If you feel that your rights are being violated, contact Student Employment. You have the right to:

- A workplace that is free from harassment and does not discriminate against you based on a legally protected class: race, sex, skin color, nationality, religion, disability, or age (40 years old or older).
- Earn at least minimum wage. This information is updated at <https://www.plu.edu/studentemployment/hired/>. If you work more than 40 hours in one week, you will earn overtime pay of "time and a half." Your supervisor cannot ask you to change the hours on your timesheet to avoid overtime pay.
- A paid 10-minute break if your shift is at least 4 hours long AND an unpaid 30-minute break when your shift is more than 5 hours long. You might be eligible for more breaks if your shift is at least 7 hours long.
- You will be able to take paid sick leave 90 calendar days after your first shift at PLU. Student workers accrue .5 hours of paid sick leave for every 20 hours of work. You can still take unpaid time off if you are sick and have not yet earned sick leave.
- If you have a medically documented disability, you have a right to reasonable accommodations so that you can do your job well.
- Apply for WA Paid Family Medical Leave. Learn about eligibility requirements at paidleave.wa.gov.

Your Responsibilities

PLU requires all student workers to uphold certain policies. Violating these policies could cause you to lose your job. As a student worker, you agree to:

- Fill out a W-4 and I-9 before you start working.
- Accurately report the hours you work in your Banner timesheet.
- Respect PLU's hourly limits. Students working on campus cannot work more than 19 hours/week for all on-campus positions combined during the school year and more than 40 hours/week during the summer and on official breaks.
- Read the PLU Student Workers' Handbook at <https://www.plu.edu/studentemployment/hired/>
- Maintain confidentiality, uphold FERPA Policy, and respect PLU's Computer and Network use policies.
- Take at least 6 credits during the fall and spring semesters. Graduate students only need to take 4 credits each semester.

Legal Name: _____

Preferred First Name: _____

Pronouns _____ **PLU ID #** _____

Are you at least 18 years old? Yes No **Job Start Date** _____

Who is your supervisor? _____

Student Signature

Date