

Employment Information Form

Name: _____ Job Title: _____ Rehire:

Employment start date: _____ Employment end date: _____

Salary or pay rate: \$ _____ Department: _____

Supervisor: _____

Employed in more than one part-time or student position at Olympic College.

Department: _____

Position Title: _____

Supervisor: _____

All Employees: Pay dates are the 10th and 25th of each month. Student hiring forms must be submitted **to the Career Center 10 days** prior to the pay period for you to receive your first check on your designated pay period. Part-time hourly hiring paperwork must be completed and received in Human Resource 10 days prior to the pay periods. Each position and/or change in status will require a separate signed form.

Hourly Employees and Regular Student Employees: Employees who work less than 50% are exempt from Civil Service Rules and are not paid for holidays or sick leave nor do they qualify for insurance and leave benefits. Hours from all part-time hourly jobs worked (excluding Federal, State, WorkFirst Work Study and adjuncts) combine to count towards the maximum allowed per month. All hours must be limited to 75 to 79 hours per month or 450 hours in 6-consecutive months and may not total 1030 hours per year (hire date to anniversary date). Maximum authorized hours are not guaranteed. Employees already on medical benefits are still restricted to 1049 hours per year. Employees who violate these rules may be eligible to request remedial action per WAC 357.19.448. Employees maintain an at will employment relationship with Olympic College. You may terminate your relationship with the College for any reason. The College reserves the same right. Your supervisor will notify you of your work schedule and dates. **Additional rules apply to student workers which are outlined in the Career Center Student Guidelines. Adjunct rules are outlined in the Adjunct Faculty handbook. I have read and understand the information above.**

Employee Signature

Date

Return to HR for File