



## Summer Research Employment and Supervisor Agreement 2021

**Supervisor and employee must complete and submit this form to Research and Sponsored Programs by April 30, 2021**

Summer Research Employee Name: \_\_\_\_\_ (Please Print)

Gustavus ID Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ (used for background check\*)

Summer contact information: E-mail \_\_\_\_\_ Phone: \_\_\_\_\_

Please check if: ☐ previously employed by Gustavus – You will **not** have to complete an I9 or W4 if box is checked.

### Grant/Funding Information:

Supervisor Name \_\_\_\_\_ Department Name: \_\_\_\_\_

Funding Source or Grant Name: \_\_\_\_\_ [ ☐ ] Internal [ ☐ ] External

Funding GL Account Number (for payroll): \_\_\_\_\_

Hourly Pay Rate: \$\_\_\_\_\_ (2021 base rate for student summer research is \$13.00)

**Early summer employment for externally funded grants can begin May 17. Prior approval from the RSP office is required for all other funding sources wanting to begin during this time frame (email Sarah Peterson [speterson@gustavus.edu](mailto:speterson@gustavus.edu) with questions and requests).**

**The early summer employment period is May 17 through May 31, 2021.**

Number of Days Approved for Work: \_\_\_\_\_ Number of Weekly Hours Contracted for Work: \_\_\_\_\_

**The summer employment period is June 1 through August 31, 2021.**

Number of Weeks Approved for Work: \_\_\_\_\_ Number of Weekly Hours Contracted for Work: \_\_\_\_\_

### Summer Employee and Supervisor Agreement:

1. Summer employee agrees to follow all College guidelines related to COVID-19.
2. Summer employee will be paid on the bi-weekly payroll. Please submit your time through WebAdvisor by 10:00 a.m. on the Monday prior to the Friday payday.
3. Supervisor must approve student hours by the bi-weekly deadline.
4. If an employee will be absent from work, they must notify the supervisor as far in advance as possible.
5. Summer employee may not work more than 40 hours per week during the summer without prior approval.
6. Summer employee may have more than one on-campus job during the summer, but may not work more than 40 total hours per week without prior approval.
7. A verified I9, W4, background check, and direct deposit are all required to be complete and on file before you begin summer employment.
8. If the position is paid from Federal or State funds I agree to abide by the Gustavus Responsible Conduct of Research Policy and complete the mandatory training: <https://gustavus.edu/research/responsibleconduct.php>
9. As a summer employee of Gustavus Adolphus College, I understand that I may have access to Gustavus's Confidential Information. I agree as a condition of employment not to disclose any confidential information.

I have read this Summer Employment and Supervisor Agreement and accept summer employment under the terms stated, will complete Form I-9, show two forms of identification, and complete Form W-4 (*only complete forms I-9 and W-4 if you have never worked on campus before*). I understand that I must complete paperwork and any required training on or before my first day of employment.

\*I consent to a criminal background check on or before my first day of employment.

Summer Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_