



### Student Employment Contract

STUDENT EMPLOYEE NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

---

#### CONTRACT TERMS:

1. Dates of employment: \_\_\_\_\_ to \_\_\_\_\_ (up to \_\_\_\_\_ hr/wk for a maximum of \_\_\_\_\_ hours, as scheduled by your supervisor.
2. For the duration of this contract, your hourly rate will be \$16.55 per hour plus vacation pay. You will be required to submit timesheets in accordance with the payroll timesheet submission schedule.
3. Student employees are students first and, as such, must maintain full-time student status to maintain this position.
4. All student employees are required to complete online training modules during your first scheduled shift and prior to assuming the responsibilities of their role. Expectations regarding these modules will be communicated through your Nipissing University student email account (community.nipissingu.ca).
5. Nipissing University student employee positions are positions in which the individuals serving in them act as role models for the Laker community. As such, student employees are to conduct themselves in a professional manner, and refrain from activities, which reflect negatively on the department or University.
6. Student employment positions are learning opportunities, and as such the department commits to providing reasonable development and coaching to individuals. All reasonable efforts will be made to work with staff to improve performance and skills. Additionally, any performance, behavioural, or attendance concerns that arise throughout the duration of employment will be raised during regular one-on-one meetings with your supervisor.
7. This contract may be terminated at the employee or employer's discretion. Both parties will give notice in accordance with the Ontario Employment Standards Act prior to terminating this contract. There is no implied guarantee of renewal or extension of employment beyond the end of the contractual period.

By signing the space below, I am confirming that I have read and understand the preceding information. Furthermore, I am agreeing to abide by the terms outlined in the employment contract and the assigned position description.

---

Student Employee (Printed Name)

Supervisor  
(Insert Supervisor Title)

---

Student Employee (Signature)

Date