SCHOOL OF
AGRIBUSINESS & AGRISCIENCE
Student Employment Information Sheet

Full Name (include Middle)  MTSU M#

MTSU email address

MTSU M#

Cell phone (include area code)

( )

Personal email address

Today's Date

Unit/area you will be working in:
example: dairy barn, beef unit, milk processing plant

Supervisor Name:

Emergency Contact

Cell Phone # (with area code)

( )

Have you ever worked on MTSU campus before?

YES ☐  No ☐

When do you plan to graduate?

(month/year)

For Office Use Only:

Workflow

Date Entered / /  EPEF Y N  Explain: ______  Completed Y N

Farm Lab 13170  ABAS 13150

T-Org #  Position #  Hire Date / /

RETURN COMPLETED FORM TO MAIN OFFICE: SAG 100
Acknowledgement of MTSU Employment Limitations for Non-Benefited Employees
Graduate Assistants – Student Worker - Temporary Hourly Worker - Adjunct Faculty Member

Banner ID Number: ____________________________

Employee Name: ______________________________

Employing Department: School of Agribusiness and Agriscience ____________________________

Current MTSU Employee: Yes No

If answer to the above question is Yes, list Department(s)/Unit(s) you are employed by and supervisor’s name(s) below:

Check All Relevant Employment Types

Graduate Assistant Student Worker Temporary Hourly Worker Adjunct Faculty Member

Non-benefited employees will be employed for not more than 29 hours per week in any ten-month period.

By signing where indicated below, I acknowledge the following conditions of employment:

I understand this policy and agree to work no more than a total of 29 hours per week in any one or combination of categories as a student, temporary hourly, or adjunct* employee; 9 hours as a full-time graduate assistant; or 19 hours as a half-time graduate assistant.

I understand that, while it is permissible to be employed by more than one department at MTSU, I must disclose all other active assignment(s) upon hire by an additional department, and that failure to do so may result in termination from all positions at MTSU and/or termination of eligibility for future employment.

I understand that, if I plan to take a new position at MTSU in addition to existing employment, I must notify my current supervisor before beginning work in the new position. I further understand that taking a new position may result in termination of my current position at my supervisor’s discretion.

I understand that it is my responsibility to keep a record of my hours and to notify my supervisor(s) if I will exceed my allowed hours in a one-week period (Saturday through Friday) based on schedules developed by my supervisor(s), and that I will work with my supervisor(s) so that my work hours are reduced as necessary to stay at or below the allowed hours total for the week.

*Adjuncts teaching one three-credit-hour class may work no more than 21.5 hours per week in addition to their class; if teaching two three-credit-hour classes, no more than 14.0 additional hours may be worked; and if teaching three three-credit-hour classes, no more than 6.5 additional hours may be worked. In cases where adjusted credit hours per class total more than three credit hours, the additional hours defined above must be reduced accordingly.

Employee Printed Name Signature Date

By signing below, the Department/Unit acknowledges the above conditions of employment and agrees to provide all other employing areas identified by the Non-Benefited Employee a copy of this form:

Jessica Carter

Employing Official (Department Chair or Supervisor) Printed Name and Signature Date

After signatures are obtained, forward a copy of this acknowledgement to all other Department(s)/Unit(s) listed above by the employee; retain the original form in your files. If a graduate student, send a copy of the signed form to the College of Graduate Studies, Box 42.