2025-2026 Associated Students of Oregon State University

Student Employee Terms of Employment

[day and year]

250 Student Experience Center
Oregon State University
Corvallis, OR 97331

Dear [insert name here],

The Associated Students of Oregon State University (ASOSU) are happy to offer you the student employee position of **[position name]**. This position provides an hourly pay rate of **[$xx.xx]** beginning on **[begin date]** and ending on **[end date],** with an anticipated average of **[xx] hours per week**.

This offer of employment is contingent upon meeting all minimum qualifications of the position. Please review and sign the terms of employment below to accept your position.

Congratulations! ASOSU's Student Government is excited for the leadership and service you will provide to the students of Oregon State University in the coming year.

Sincerely,
Keri Simonet
ASOSU Senior Student Government Advisor

ASOSU Student Government
Terms of Employment

Student Employees of ASOSU Student Government are subject to the provisions of the Policies and Standards set forth by Oregon State University (OSU) including but not limited to conditions for student employment, unit rules, employment handbooks, expectations for student behavior, and job responsibilities outlined in the position description (collectively, OSU Policies). Additionally, as an elected or appointed student leader, student employees are subject to the provisions of the ASOSU Constitution and Statutes and any applicable standing rules or bylaws. In the event of inconsistency in policy or expectations, OSU Policies supersede ASOSU Constitution and Statutes.

1. Work Authorization Requirement
   Employment is contingent on the demonstration of the student's authorization to work in the United States for OSU. Ongoing employment will require students' ability to remain authorized to work in the United States.

   In addition, service within an elected or appointed ASOSU position requires the individual to be employed, per all applicable requirements, as an ASOSU student employee.

2. Requirements to Maintain Employment Status with ASOSU
   To support the primary purpose of elected positions on behalf of students at OSU, ASOSU student employees are expected to make active progress towards degree completion. Active progress requires earning course credits towards an OSU degree.

   Each term, student employees must enroll in the minimum credit hour requirements for student employment as outlined in section 500 of the Student Employment Manual. Additionally, ASOSU student employees may not use audit registrations or course withdrawals to satisfy the credit enrollment requirement.

   While employed with ASOSU, student employees must remain in good academic standing with OSU, including maintaining a cumulative and prior term 2.0 GPA. Supervisors may review GPA and credits earned to ensure progress towards degree completion. Failure to meet these standards may result in employment action including termination of employment.

   Positions within ASOSU Student Government are subject to ongoing conduct checks to ensure eligibility for their position. Each student employee within ASOSU, whether elected or appointed, must remain in good conduct standing to maintain eligibility. Supervisors may periodically review the employee's student conduct record to ensure ASOSU employees remain in good conduct standing. By signing this contract, you authorize Student Community Standards to release a summary from the student conduct file including the date of the violation, conduct code or policy section violated, and sanction(s) assigned (if any) to supervisors for the purpose of determining ongoing eligibility.

3. Work Hour Requirements & Volunteering

OSU student employment policy limits student employee hours to a maximum of 24 hours each week. This limitation includes an accumulation of all employment positions with OSU, not only the position within ASOSU. Students employed by OSU in other positions must ensure that the total number of hours does not exceed 24 hours per week.

Each position within ASOSU has a maximum allowable hours per week for their position, outlined in their offer letter. Student employees must complete the work within the allotted time. Student employees who wish to work additional hours must receive prior approval from their supervisor.

As outlined in section 600 of the Student Employment Manual, University employers are prohibited from accepting volunteer hours from a paid employee. Student employees in ASOSU do not meet the criteria of a volunteer and therefore are prohibited from completing unpaid work performing tasks that would otherwise be paid.

4. Training Requirements
   To be eligible for a position with ASOSU, student employees must satisfy all training requirements assigned by OSU and the Office of the Dean of Students. ASOSU student employees may not participate in their job responsibilities or functions of their position until all training has been successfully completed.

   Once cleared for work, the OSU Critical Training modules will appear in the student employee's OSU Bridge Training portal. Student employees who have satisfied these OSU training requirements from other positions at OSU do not need to complete them again. However, most training courses require recertification every 1-2 years. ASOSU employees must maintain certification all trainings outlined in the OSU Critical Training program.

   ASOSU student employees are also required to complete all in-person training sessions and online training modules for ASOSU student employees. This includes attendance at ASOSU Fall Training. Fall Training will take place as early as September 15 through September 23, 2025. Specific dates for specific positions will be announced later.

   Training dates are subject to change, and additional required training may be assigned throughout the academic year at the discretion of the supervisor. Student employees who are unable to attend required training must get prior approval from their supervisor and will work with their supervisor to make up missed training.

5. Workplace Expectations
   Student employees are expected to foster a workplace environment that is respectful, inclusive, safe, and conducive to the mission of ASOSU. All student employees are subject to university employment policies including, but not limited to, the Code of Ethics and the Student Employment Manual.

6. Termination of Employment

Failure to abide by the terms of employment outlined in this document can result in the termination of employment. Termination from student employment in ASOSU will render that student ineligible to serve in an elected or appointed capacity for the remainder of the given term.

Supervisors, in consultation with University Human Resources, will use their best judgment to evaluate the context, severity, and impact of the behavior, as well as the employee's ability to continue successfully in their role. While progressive steps are generally preferred, termination may occur without them if deemed appropriate.

Student Employees who are removed from appointed or elected positions as outlined in the ASOSU Constitution and Statutes will automatically be released from student employment in ASOSU.

Following termination from any ASOSU position, and regardless of whether any position was elected or appointed, eligibility for future employment is subject to review by University Human Resources, based on the nature and severity of the conduct that led to termination.

If termination is due to failure to meet academic requirements or maintain satisfactory progress toward a degree, the individual may regain eligibility after meeting those requirements. In such cases, reemployment within ASOSU may not begin until the academic term following the student's re-establishment of eligibility.

By filling out the information below, I accept the offer of employment and agree to the expectations as outlined in the ASOSU Terms of Employment.

Printed Name: _____ Date: _____

ASOSU Position: _____ University ID Number: _____

Signature: _____