

TO BE FILLED OUT ONLY AFTER EMPLOYMENT

KANSAS STATE UNIVERSITY IS COMMITTED TO A POLICY OF NON-DISCRIMINATION ON THE BASIS OF RACE, SEX, NATIONAL ORIGIN, HANDICAP, RELIGION, AGE, SEXUAL ORIENTATION, OR OTHER NON-MERIT REASONS, IN ADMISSIONS, EDUCATIONAL PROGRAMS OR ACTIVITIES, AND EMPLOYMENT, ALL AS REQUIRED BY APPLICABLE LAWS AND REGULATIONS. RESPONSIBILITY FOR COORDINATION OF COMPLIANCE EFFORTS AND RECEIPT OF INQUIRIES, INCLUDING THOSE CONCERNING TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 AND SECTION 504 OF THE REHABILITATION ACT OF 1973, HAS BEEN DELEGATED TO CLYDE HOWARD, DIRECTOR, AFFIRMATIVE ACTION OFFICE, 214 ANDERSON HALL, KANSAS STATE UNIVERSITY, MANHATTAN, KS 66506-0104 (785) 532-6220.

THE FOLLOWING IS A LIST OF REQUIREMENTS FOR EMPLOYMENT WITH DIVISION OF FACILITIES:

- 1) For satisfactory academic progress, must be enrolled in at least six (6) credit hours. Credit hours which are withdrawn, earning an "F" grade or receiving an "incomplete", will be deducted from enrolled credit hours and if this is less than six (6) hours the student becomes ineligible for student payroll funds.
- 2) Fees must be paid before starting work.
- 3) During the summer semester, students may work if they are enrolled in the summer semester for any number of credit hours **or** were enrolled in at least 6 credit hours the previous spring semester **or** are pre-enrolled in the upcoming fall semester with no fewer than 6 hours **or** be admitted to study in the upcoming fall semester. If a student is enrolled in 3 or less credit hours, they can work 40 hours per week. Students enrolled in 4 or more credit hours can work not more than 30 hours per week.

During the fall and spring semesters students must be enrolled in at least 6 hours and can work up to 30 hours per week when classes and/or finals are in session for 3 days or more and up to 40 hours per week during student recesses. This does not apply to students who are here on a VISA. These students must be enrolled in at least 6 hours and can only work up to 20 hours per week when school is in session and up to 40 hours per week during student recesses.

Students can work in more than one department as long as they are paid from the same payroll and total combined hours are not exceeded.

- 4) As of November 6, 1986, the Immigration Reform and Control Act was in effect and all persons employed after that date are required to provide documentation to prove employment eligibility. As of May 1988 you must acknowledge and are subject to the State of Kansas Substance Abuse Policy.
- 5) When the fall and spring semesters are in session, some supervisors will be needing students who can work 4 hour blocks in their various departments. Most departments are flexible and can work around the student's schedule.

We are here to help you, so please do not hesitate to ask any questions you might have about job opportunities at the Division of Facilities and Kansas State University!!!

SUPERVISOR'S COMMENTS: