

SUMMER EMPLOYMENT 2009 - GUIDELINES -

- ❖ Human Resources will solicit employment requirements from applicable supervisors starting on Friday, March 27th. This communication will include a fill-in form supervisors will complete showing what jobs they have for summer employment (number of open positions, hours available for each position, a brief description of duties and any specific qualifications, etc.). The deadline for this is Tuesday, April 7th.

- ❖ Once the available jobs have been determined, a communication will go out to the students asking them to complete a summer employment application (link to this included in e-mail). The application deadline is Friday, April 24th.

- ❖ Students in the pool of candidates by Friday, April 24th will be considered for positions using selection criteria as follows: applications, preferences, available openings, students who had employment as part of the past year's financial package, and supervisory approval.

- ❖ Consideration will be given to any additional employment needs for Lawrence students who sign up after Friday, April 24th. The selection criteria will be the same as mentioned above, but will also include the date on which the application was received.

- ❖ Any additional employment needs will come from a pool of employees' dependents (limited to one per family), and then the outside community.

**** REVISED ****

- ❖ **Applicants will be notified of their employment status by Friday, May 15th.**

- ❖ Employees can work a maximum of 40 hours per week. Any exceptions must have prior supervisory approval. Check with the Payroll Department to determine if employees are working in another area or for any hour related issues.