

**UNIVERSITY OF COLORADO – HOUSING & DINING SERVICES
WORK AGREEMENT**



Welcome to the University of Colorado, Housing & Dining Services. Please fill out the attached paperwork legibly and accurately so that you can be set up for employment by the department. Failure to accurately complete these forms could result in a delay of payment. Thank you for your cooperation.

NAME _____
(as it appears on your Social Security Card)

EMPLOYEE ID _____
(if known)

EMPLOYMENT AGREEMENT

I accept employment in Housing & Dining Services with the understanding that such employment has seasonal and intermittent characteristics. I understand this to mean that there can be **no guarantee** insofar as my work schedule or the number of hours I am assigned to work each week. This means that my work schedule and/or the number of hours per week assigned to my position may be adjusted, depending on the volume of work available and departmental needs. I also understand that I will be given as much notice as possible when such adjustments must be made, but in some instances this may be on a day to day basis.

I understand it's my responsibility to update my current address with HDS Payroll/Personnel as soon as changes are made. My paychecks are deposited directly into my bank account. The University of Colorado and Housing & Dining Services are not responsible for any overdrafts, or subsequent charges, in relation to my direct deposit. If I decide to cancel my direct deposit, change banks, or close my account, I will make the changes at MyCUInfo.colorado.edu **at least one week prior** to the next pay date. Direct deposit will continue until I authorize a change.

All current employees are required to self-disclose post-employment criminal convictions or felony charges filed against them within three days of the conviction or charge. Employees with driving responsibilities are also required to self-disclose suspension or revocation of driver's license within three business days. Employees failing to self-disclose may be subject to disciplinary action, up to and including termination. Self-disclosure must be made to the Department of Human Resources, Background Check unit (hr-bgc@colorado.edu).

I understand that I can not work until I attend Discrimination and Harassment training.

I understand that I must complete Diversity Inclusion and Equity training on or before the last day of the current term. If I do not, I will forfeit any merit increase awarded at evaluation.

I understand that providing false information regarding attendance of this mandatory training is grounds for dismissal.

I have read and understand the above information.

Student Employee Signature

Date