CASUAL POSITION AGREEMENT

We appreciate your considering Amherst College for casual employment. Before you commence your casual employment at Amherst College, we believe it is important that you carefully review and acknowledge your understanding of the guidelines pertaining to casual employment. As a casual employee, you are being hired with the following understanding:

1. A casual position is temporary and it will terminate under any or all of these situations:
   A. Unacceptable performance
   B. Upon the return of the person for whom you are filling in
   C. At a predetermined time given at the time of hiring

2. Casual status, unlike regular employment status, does not provide any of the following:
   A. Most Benefits beyond workers compensation and Social Security (see 6 below)
   B. Annual increases
   C. Classification of position or merit pay system

3. Working time, days, and the number of hours worked may vary depending upon the needs of the College (this may include weekend or evening work).

4. The type of work you will be performing will be work related to any activity for which you are reasonably qualified.

5. Employment as a casual does not provide any guarantee of regular employment at the College. You may choose to apply for regular positions as they become available. While performance is an important factor in evaluating internal and external applicants for regular positions, it is not the determining factor. The College’s goal is to hire the best candidate who we believe will best match the requirements of the job.

6. All employees are signed up to make a 3% per-tax contribution to the College’s 403(b) retirement plan, beginning after their first month of service. This contribution can be changed or stopped by the employee at any time, by going to https://amherst.edu/go/TIAA
Rules of Behavior

The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment. This is not a complete list.

- Theft or any unauthorized possession, removal or attempted removal of College property or the property of other employees.
- Falsification of job application, résumé, time sheet or any other personnel document.
- Violation of the College’s substance abuse or drug-free workplace policy.
- Gambling on College premises or while on working time, whether on or off College premises.
- Fighting or threatening violence in the workplace.
- Threatening, intimidating or coercive behavior, abusive or vulgar language or any other language or conduct that interferes with the performance of other employees.
- Disruptive activity in the workplace.
- Violation of the policies against harassment.
- Possession of a weapon or any other unauthorized item, such as firecrackers, that could pose a risk to the safety of others.
- Excessive absenteeism or absence of three days or more without notice.
- Insubordination (including, for example, any refusal to comply with instructions or to carry out work assignments) or lack of cooperation, whether in language or conduct.
- Unauthorized use of College materials, time, equipment or other property.

I acknowledge that I have read the above, and understand the basic arrangement for a casual position for which I am being employed. I understand that it is my responsibility to familiarize myself with the policies and procedures described in the staff handbook located at https://www.amherst.edu/mm/52208.

Predetermined length of time (if any) is: ________________.

Signature and Acknowledgement Received Copy:

_______________________________________________________

Printed Name: ________________________________________

Date: _______________________________________________