

**CLASS 4 – CASUAL AND SEASONAL EMPLOYMENT**

**Job Class 4 – Casual (19.5 hours/week) – 1 year contract**

This is a non-exempt position which is eligible to receive overtime compensation according to the rules and regulations of the Fair Labor Standards Act (FLSA). However, Rutgers policy restricts the Class 4 appointment to less than 20 hours per week; therefore, you are prohibited from working beyond the less than 20 hour per week limit.

This Class 4 - Casual appointment is considered "at-will" and your employment may be terminated with or without cause, at any time at your or the University's discretion. In accordance with Policy 60.1.5 – Class 3 and Class 4 Employment, this appointment is limited to less than 20 hours worked per week; it may extend up to 1 year of continuous service in the same appointment and may be renewable for another 1-year term.

**Job Class 4 - Seasonal (40 hours/week) – 6 months contract**

This Class 4-Seasonal appointment is considered "at-will" and your employment may be terminated with or without cause, at any time at your or the University's discretion. In accordance with Policy 60.1.5 – Class 3 and Class 4 Employment, this appointment may be full-time or part-time based on a 40 hour workweek and is eligible for overtime compensation for hours worked beyond 40 per week; it may extend up to 6 months of continuous service in the same appointment; and may be renewed after a break in service of at least three (3) continuous months. However, your temporary appointment may end prior to the appointment end date at your supervisor's discretion. This position is subject to and governed by all university regulations, policies, and procedures generally applicable to Class 4 employees, as they may be amended from time to time.

**Employee ID (if known):** \_\_\_\_\_

**Start Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**RU ID Number** \_\_\_\_\_

**Social Security Number** \_\_\_\_\_

**Legal First Name:** \_\_\_\_\_ **Middle** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Gender:** Female  Male

\_\_\_ **Citizen of United States**      \_\_\_ \* **Non-citizen National of U.S.** (please list **VISA**) \_\_\_\_\_

\_\_\_ \* **Lawful Permanent Res. (Alien #)** or      \_\_\_ \* **Alien authorized to Work (Alien # or Adm. #):** **A-** \_\_\_\_\_

*\* **Must bring Employment Eligibility Documents***

**Permanent Address (in USA):** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Cell**  **Home**  **Other**  \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Are you currently working at Rutgers University?** \_\_\_\_\_ **If so, list current Department & Job Class**

**If not, have you ever worked at Rutgers University?** \_\_\_\_\_ **If so, last department worked & Job Class**

**Have you ever worked at the Writing Center?** \_\_\_\_\_ **If so, how many semesters?** \_\_\_\_\_

**Are you a Rutgers Graduate Student?** \_\_\_\_\_ **If yes, Full or Part-time?** \_\_\_\_\_ **List Department?** \_\_\_\_\_

**Employee Class:** Job Class 4 – [circle one]

**Appointment Start Date:** \_\_\_\_\_

**Appointment End Date:** \_\_\_\_\_

**Pay Rate:** [Enter hourly rate]: \$ \_\_\_\_\_

**Hours Per Week:** [Enter number of hours] \_\_\_\_\_

**Items Needed for Payroll Processing**

- Job Description       Resume
- Social Security Card or clean clear copy
- Valid Photo ID (unexpired)

**For Payroll Processing**

**ATS #:** \_\_\_\_\_

**Job Code:** \_\_\_\_\_

**Org ID:** \_\_\_\_\_