

2009/2010 Hourly Employee Information Sheet

Employee Type	Term of Appointment Dates and Pay Start & Stop Dates	Requirement	Employee/Earnings Type	Job Class
Student Fall 2009	8/27/2009 to 1/11/2010 Or the beginning date is the first day the employee starts working.	<p>Must attach a copy of FALL 2009 student schedule with contract. Must be taking 6 credits student status at CSN.</p> <p>It is up to the student to notify their Hiring Department when the student falls below 6 credits during the semester. The hiring department must prepare a contract to terminate the student's employment immediately. If the student is eligible for employment for either as 160 hour or 1,000 hour contract, a new contract will need to be generated by the Hiring Department. Please see hourly employment Information Sheet for definition.</p> <p>Each semester an international student must provide a copy of a work permit letter from International Student Services to the department they work for. This letter must be attached to the employment contract. The end date on a contract cannot go past the International Student Services work eligibility date on the letter.</p> <p>Please note: Any employees between the ages of 14 and 18 years must obtain a work permit for each job held until the age of 18. The department must obtain the Work Permit from the employee before the employee begins working. Please contact Human Resources before the employee is hired about the limited working schedule for this type of employee. The Work Permit must be attached to every contract.</p>	ST/STU	81900

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Student Spring 2010	1/12/2010 to 5/26/2010 Or the beginning date is the first day the employee starts working.	<p>Must attach a copy of SPRING 2010 student schedule with contract. Must be taking 6 credits for student status at CSN.</p> <p>It is up to the student to notify their Hiring Department when the student falls below 6 credits during the semester. The hiring department must prepare a contract to terminate the student's employment immediately. If the student is eligible for employment for either as 160 hour or 1,000 hour contract, a new contract will need to be generated by the Hiring Department. Please see hourly employment Information Sheet for definition.</p> <p>Each semester an international student must provide a copy of a work permit letter from International Student Services to the department they work for. This letter must be attached to the employment contract. The end date on a contract cannot go past the International Student Services work eligibility date on the letter.</p> <p>Please note: Any employees between the ages of 14 and 18 years must obtain a work permit for each job held until the age of 18. The department must obtain the Work Permit from the employee before the employee begins working. Please contact Human Resources before the employee is hired about the limited working schedule for this type of employee. The Work Permit must be attached to every contract.</p>	ST/STU	81900

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Student Summer 2010	5/27/2010 to 08/26/2010 Or the beginning date is the first day the employee starts working.	<p>Must attach a copy of <u>SPRING 2010 and SUMMER 2010</u> student schedule with contract. Must be taking 1 credit to be exempt from paying taxes during the summer. If not taking <u>Summer 2010</u> classes write on the contract “<u>Not taking Summer 2010</u> classes” and initial the statement.</p> <p>It is up to the student to notify their Hiring Department when the student falls below 6 credits during the semester. The hiring department must prepare a contract to terminate the student’s employment immediately. If the student is eligible for employment for either as 160 hour or 1,000 hour contract, a new contract will need to be generated by the Hiring Department. Please see hourly employment Information Sheet for definition.</p> <p>Each semester an international student must provide a copy of a work permit letter from International Student Services to the department they work for. This letter must be attached to the employment contract. The end date on a contract cannot go past the International Student Services work eligibility date on the letter.</p> <p>Please note: Any employees between the ages of 14 and 18 years must obtain a work permit for each job held until the age of 18. The department must obtain the Work Permit from the employee before the employee begins working. Please contact Human Resources before the employee is hired about the limited working schedule for this type of employee. The Work Permit must be attached to every contract.</p>	ST/STU	81900

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Learn & Earn Student Fall 2009	8/27/2009 to 1/11/2010 Or the beginning date is the first day the employee starts working.	<p>Must attach a copy of FALL 2009 student schedule with contract. Must be taking 6 credits student status at CSN.</p> <p>It is up to the student to notify their Hiring Department when the student falls below 6 credits during the semester. The hiring department must prepare a contract to terminate the student's employment immediately. If the student is eligible for employment for either as 160 hour or 1,000 hour contract, a new contract will need to be generated by the Hiring Department. Please see hourly employment Information Sheet for definition.</p> <p>Please note: Any employees between the ages of 14 and 18 years must obtain a work permit for each job held until the age of 18. The department must obtain the Work Permit from the employee before the employee begins working. Please contact Human Resources before the employee is hired about the limited working schedule for this type of employee. The Work Permit must be attached to every contract. Learn & Earn Student must be enrolled in 6 credits at CCSN for the Fall semester and attach a copy of the schedule to the employment document..</p>	ST/STU	81904

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Learn & Earn Student Spring 2010	1/12/2010 to 5/26/2010 Or the beginning date is the first day the employee starts working.	<p>Must attach a copy of SPRING 2010 student schedule with contract. Must be taking 6 credits for student status at CSN.</p> <p>It is up to the student to notify their Hiring Department when the student falls below 6 credits during the semester. The hiring department must prepare a contract to terminate the student's employment immediately. If the student is eligible for employment for either as 160 hour or 1,000 hour contract, a new contract will need to be generated by the Hiring Department. Please see hourly employment Information Sheet for definition.</p> <p>Please note: Any employees between the ages of 14 and 18 years must obtain a work permit for each job held until the age of 18. The department must obtain the Work Permit from the employee before the employee begins working. Please contact Human Resources before the employee is hired about the limited working schedule for this type of employee. The Work Permit must be attached to every contract. Learn & Earn Student must be enrolled in 6 credits at CCSN for the Spring semester and attach a copy of the schedule to the employment document. .</p>	ST/STU	81904

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Learn & Earn Student Summer 2010	5/27/2010 to 8/26/2010 Or the beginning date is the first day the employee starts working.	<p>Must attach a copy of SPRING 2010 and SUMMER 2010 student schedule with contract. Must be taking 1 credit to be exempt from paying taxes during the summer. If not taking Summer 2010 classes write on the contract “Not taking Summer 2010 classes” and initial the statement</p> <p>It is up to the student to notify their Hiring Department when the student falls below 6 credits during the semester. The hiring department must prepare a contract to terminate the student’s employment immediately. If the student is eligible for employment for either as 160 hour or 1,000 hour contract, a new contract will need to be generated by the Hiring Department. Please see hourly employment Information Sheet for definition.</p> <p>Please note: Any employees between the ages of 14 and 18 years must obtain a work permit for each job held until the age of 18. The department must obtain the Work Permit from the employee before the employee begins working. Please contact Human Resources before the employee is hired about the limited working schedule for this type of employee. The Work Permit must be attached to every contract.</p>	ST/STU	81904

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1,000 hour worker	08/27/2009 to 08/26/2010 NOTE: If employee did not start work on 8/27/2009 then the Term of Appointment begin date and Pay Start date should be their first date of work.	<p align="center">Positions a 1,000 worker can hold:</p> <p align="center">Note Takers Test Proctor Reader Scribes Sign Language Interpreters Note readers Tutors Registration Workers Event Center (Horn Theater)</p> <p>NOTE: the 1,000 hours are counted on a calendar year. January 1st to December 31st. When the employee reaches the 1,000 limit in a calendar year, they must stop working. Per NRS 284.325.</p> <p>Please note: Any employees between the ages of 14 and 18 years must obtain a work permit for each job held until the age of 18. The department must obtain the Work Permit from the employee before the employee begins working. Please contact Human Resources before the employee is hired about the limited working schedule for this type of employee. The Work Permit must be attached to every contract.</p>	CT/THO	81903

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160-hour worker	8/27/2009 to 8/26/2010 NOTE: If employee did not start work on 8/27/2009 then the Term of Appointment begin date and Pay Start date should be their first date of work.	<p>NOTE: the 160 hours are counted on a calendar year. January 1st to December 31st. When an employee reaches the 160 limit, they must stop working for that calendar year. Per NRS 284.325.</p> <p>Please note: Any employees between the ages of 14 and 18 years must obtain a work permit for each job held until the age of 18. The department must obtain the Work Permit from the employee before the employee begins working. Please contact Human Resources before the employee is hired about the limited working schedule for this type of employee. The Work Permit must be attached to every contract.</p>	CT/CAS	81901

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