Acknowledgement Form
Washington and Lee University
Office of Human Resources   458-8920   humanresources@wlu.edu

Employee’s Name (Please Print): ________________________________
Start Date of Employment: ________________________________

You have been offered a position with Washington and Lee University subject to a successful background investigation. Thank you for providing the forms we need to begin that investigation. (background investigations are not applicable to current W&L students).

Your position is further explained below:

☐ W&L Student employee. You may not work more than 999 hours per your anniversary year.

☐ Part—time employee without benefits (other than those required by law). You can work no more than 29 hours per week and no more than 999 in your employment anniversary year.

☐ Seasonal without benefits (other than those required by law). The position is available no more than six months per year; and you may be scheduled to work up to 40 hours per week. You cannot work more than 999 hours in each employment anniversary year.

☐ Temporary, short-term without benefits (other than those required by law). You may work up to 40 hours per week but the duration of the position is no longer than 90 days and no more than 999 hours. Your employment will end on or before ____________________. You will not be able to apply for part-time employment for six months after this position ends and only then, if you have not met 999 hours for the year.

It is expected that you read and comply with all policies and procedures found in the Employee Handbook available on our website at go.wlu.edu/employeehandbook. Copies are available from Human Resources. Several of the policies are summarized in the attached handout and we’ve included the required Health Insurance Marketplace Coverage (notice) indicating W&L group health insurance is not available for the position for which you are being considered.

You are required to complete an on-line course, Workplace Harassment Prevention, within your first 30 days of employment; instructions are included. And finally, we’ve attached a Universal Availability Notice letting you know you can open and begin payroll contributions to a retirement plan with TIAA or Fidelity at any time while you are employed.

By signing below, you accept the position as described above, acknowledge receipt of a summary of university policies and further acknowledge your responsibility to read and comply with the policies found in full in the employee handbook located at go.wlu.edu/employeehandbook.

Employee’s Signature: ________________________________     Date: ____________

BOX – Forms – Employment – Seasonal Acknowledgement Form. Last updated 5/22/2019 BC