XXXXX, 2021

XXXXXXXX

Stuart Weitzman School of Design

Department of XXXXXXXXXXXX

Meyerson Hall

Dear XXXXX,

The purpose of this letter is to confirm your appointment and responsibilities as a Work Study Student Worker / Student Worker (pick one) at the University of Pennsylvania Stuart Weitzman School of Design’s XXXXXXX Department for the XXXXXX 2021 term. Your hourly rate is:XXXXXXXX

Non-exempt employees are paid weekly on Fridays for hours worked during the previous Monday through Sunday pay period.You must submit your timesheet through Workday. This position is non-exempt, meaning that you are eligible for overtime pay for any week in which your work hours for the week exceeds your scheduled weekly hours. Overtime for hours worked beyond 40 in a work week is paid at one and one-half times your regular rate of pay. **However, students are limited to 20 hours/week while classes are in session**. The scheduled weekly hours for this position are hours. In addition to this work time, you may also be provided an unpaid meal period of at least 30 minutes in length.

Workers in student positions are not eligible for Penn benefits, except to the extent required by applicable law. We anticipate that your services as a student worker will be needed through XXXXX, however, is subject to change. You are not under any employment contract. Rather, your employment is at will, which means that that either you or the University may terminate your temporary employment relationship at any time and for any reason.

**First-time appointees**: Once we have entered you in Workday**,** you will be prompted to complete the University's electronic onboarding process. Instructions for completing the onboarding process will be sent electronically to your student email address. You are expected to promptly complete the electronic onboarding process upon receipt of the emails. You will complete your remote I-9 employment verification via the current guidelines set by the [OnBoard@Penn Center](https://www.onboard.upenn.edu/). **Please be sure you have the appropriate VISA to be eligible to work at the University of Pennsylvania**. Questions about compliance can be addressed to the International Student and Scholar Services at [isss@pobox.upenn.edu](mailto:isss@pobox.upenn.edu).

For information about our poilicies regarding COVID-19, including the mandatory completion of PennOpen Pass each day, please visit coronavirus.upenn.edu.

Sincerely yours,

Please sign

XXXXXXX XXXXXXX

XXXXXXXXXXXXX

*By signing my* *name below, I acknowledge that my signature, whether electronic or otherwise, constitutes as a legal signature.*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_