

# COLUMBIA UNIVERSITY CASUAL EMPLOYMENT FORM

**A signed copy of this form must be attached to the Template-Based Hire transaction or the signed original must be attached to the Personnel Action Form (PAF) being sent to the Human Resources Processing Center.** A copy should be retained by the hiring unit. No representative of Columbia University is authorized to vary the terms of this agreement except by written approval from Human Resources.

EMPLOYER
<p><b>Columbia University</b>                      FEIN: <b>13-5598093</b>                      Street Address: <b>615 West 131st Street</b> City: <b>New York</b> State: <b>NY</b>                      Zip: <b>10027</b> Phone: <b>(212) 851-7008</b>                      Preparer's Name: _____                      Preparer's Title: _____</p>

EMPLOYEE INFORMATION
Name: _____ Address: _____ Apt. _____ City _____ State _____ Zip _____ Phone _____

WORKSITE INFORMATION
Will any of the following be present at the worksite: <input type="checkbox"/> Blood borne pathogens <input type="checkbox"/> Chemicals <input type="checkbox"/> Formaldehyde/Xylene <input type="checkbox"/> Laboratory animals <input type="checkbox"/> Radioactive materials <input type="checkbox"/> Class 3b or 4a lasers <input type="checkbox"/> Infectious agents (e.g. varicella, polio)

FOR COLUMBIA UNIVERSITY MEDICAL CENTER ONLY
Will the casual employee: <input type="checkbox"/> Participate in physician billing <input type="checkbox"/> Interact with patients and/or research subjects <input type="checkbox"/> Be required to use a respirator

PAY INFORMATION
Your rate of pay: _____ per hour      Your overtime rate of pay: _____ per hour Designated pay day: All casual employees are paid on a bi-weekly pay schedule. For more information on the University's payroll calendar, please refer to: <a href="http://finance.columbia.edu/controller/payroll">http://finance.columbia.edu/controller/payroll</a> I hereby certify that I have read the above and the information contained in this form is true and accurate to the best of my knowledge and belief. Any false statements knowingly made are punishable as a class A misdemeanor (Section 210.45 of the New York State Penal Law). Date: _____ Preparer's Signature: _____

GENERAL STATEMENT REGARDING OVERTIME PAY IN NEW YORK
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Almost all employees in New York must be paid overtime wages of 1½ times their regular rate of pay for all hours worked over 40 per workweek. A very limited number of specific categories of employees are covered by overtime at a lower overtime rate or not at all.

NOTICE TO THE CASUAL EMPLOYEE
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I understand that my employment with Columbia University is on a "casual" basis. I understand that the estimated duration of my employment with the University should not exceed 560 hours or 4 months, whichever comes first, in a 12-month period with limited exceptions.

This limited duration does not apply to students who are enrolled half-time or more at Columbia University, Barnard College or Teachers College.

If a student at Columbia University, Barnard College or Teachers College, please indicate:

- Full-time/Half-time Undergraduate   
  Part-time Undergraduate   
  Full-time/Half-time Graduate   
  Part-time Graduate

I understand that as a "casual" employee I am not eligible for any benefits offered by the University under any collective bargaining agreement or University policy. I understand that I may apply for and be considered for regular employment by the University for any position for which I am qualified.

I understand that I am an employee at will and agree that no contract of employment is created as a result of my obtaining this position, and that my employment may be terminated at any time.<sup>1</sup>

SIGNATURE
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**I have read and understand the above referenced terms and conditions regarding my casual employment status at Columbia University. I hereby acknowledge that I have been notified of my wage rate, overtime rate, and designated pay day on the date set forth below.**

Date: \_\_\_\_\_ Signature of casual employee: \_\_\_\_\_

<sup>1</sup>As a member of the National Collegiate Athletic Association (NCAA) and the Council of Ivy Group Presidents (Ivy League), it is imperative that members of the Columbia University community, in all matters related to the intercollegiate athletics program, exhibit the highest professional standards and ethical behavior with regard to adherence to NCAA, Conference, University, and Department of Intercollegiate Athletics and Physical Education rules and regulations.