

## **Before the Hire**

In order to comply with federal law and MIT policies, there are three steps that MUST be taken BEFORE the individual (coach) can work for your club.

- 1) I-9 Form: All the changes in the I-9 process were made to comply with a federal law which mandates that employment at MIT is dependent on providing proof of identity and authorization to work in the U.S. Completing and submitting Form I-9 is the way to meet this requirement. Must be legally authorized to work in the US. No work visa sponsorship is provided.
- 2) Background Check: MIT also began requiring background checks be performed on potential new hires who will have direct interactions with students like coaches and instructors. The background check can be considered as a preemptive measure to ensure the safety of MIT students and includes a criminal history check, and a sex offender registry search. The background check will only include information on criminal convictions, not arrests and will not include any financial or credit checks.

\*\*\*The I-9 form and background check form requires your prospective hire to visit the Atlas Service Center, E17-106 in person during business hours.\*\*\*

- 3) Sexual Misconduct Training: MIT also requires all new employees to complete on-line sexual harassment prevention training. MIT is committed to creating and providing a safe working, learning and living environment, and so it is important to be aware of MIT's culture and policies regarding how we treat and interact with the members of our community. This online training requires Kerberos and MIT certificates and will take approximately 50-60 minutes to complete.

The prospective employee may need to provide Social Security Number, date of birth, current mailing address and current citizenship status to a designated Human Resources Representative. The HR Representative will reach out directly to the employee to collect this information. As a student group, **DO NOT collect this information from the individual.**

## **Payment**

Payments will be disbursed twice monthly; on the 15<sup>th</sup> day and the last day of every month (or the preceding week day, if on a weekend or holiday). In the instance of multi-month terms of employment, payment amounts should be equal. Student group will be subject to an 8% Employee Benefit (EB) fee, which should not be included in the financial commitment. If the employee has not selected the option of direct deposit, paychecks will be held at Payroll (NE49-3000) for pick up.

## **American with Disabilities Act**

To comply with regulations by the American with Disabilities Act (ADA), the principal duties in the job descriptions *must* be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.

## **Legal Compliance**

Employee must comply with all applicable state, federal and local laws, ordinances, regulations, etc., as well as with MIT policies and guidelines.



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## Employment Agreement

<b>Name:</b>	<b>Email:</b>	<b>Phone #:</b>
<b>Job Title:</b>	<b>Start Date:</b>  <b>End Date:</b> (end by 6/30/2019)	<b>MIT ID (if applicable):</b>
<b>Student Organization:</b>		<b>Cost Object (Main Account Number):</b>
<b>Monthly Rate of Pay*: \$</b>		<b>Total Financial Commitment: \$</b>
<b>Authorization (Name):</b>		<b>Signature:</b>
<b>Financial Signatory Email:</b>		

\*Payment will begin on the last day of the month following the start date and will end on the last day of the month following the end date. For multi month terms of employment, payment amounts should be equal. Student group will be subject to an 8% Employee Benefit (EB) fee, which should not be included in the financial commitment.

### **Position Overview:**

In this section, provide a brief, high-level overview of the position.

### **Principal Duties and Responsibilities (Essential Functions\*\*):**

Describe the most important duties (major responsibilities that are critical to the role) and those that the position will spend the most time on first. If possible, include the percentage of time that will be spent on specific duties. Also, please attach employee's resume when submitting the form to SAO.

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\*\*\*Agreement to the terms of this position requires the submission of an I-9 Form, a W-4 Form, and a Direct Deposit Form (optional). Must be legally authorized to work in the US. No work visa sponsorship is provided. All forms are available on the Student Activities Office Website (<http://studentlife.mit.edu/sao/finance/forms>).

\*\*\*\*All employment forms (i.e. W-4, I-9) **must** be completed before employment start date.