Employee Job Commitment Agreement

As a Supplemental Instruction Leader with the University of Central Oklahoma’s Tutoring Central, I understand that I must fulfill the following and that failure to do so may result in early termination or not being rehired for future semesters:

Hold a total of three hours of sessions each week. Sessions can be twice weekly at 1.5 hours or thrice weekly at 1 hour each, which will total about 48 hours per semester. Exceptions include school holidays and supervisor pre-approved events.

Create a planning and attendance or no-show sheet for every session

Submit a google doc of my attendance weekly

Attend monthly meetings (if unable to attend, I will make other plans with my SI Coordinator and Assistant. Those plans will be written into the bottom of this sheet)

Submit hard copies of my planning and attendance or no-show sheets at these meetings

Turn in a weekly Time Worked Sheet

Employee Name________________________________________

Employee Signature____________________________________

Date__________________________________________________