

## SPRING CLEAN-UP 2011

# APPLICANT TERMS AND CONDITIONS



Please read all parts of this document. By submitting an application to Spring Clean-Up 2011, you recognize that you have read and understood this document, and that you agree to its terms.

### *General rules and conditions*

I understand and accept all the details of the position as outlined on Dorm Crew's [SCU 2011 Information](#) web page. I understand and accept all the details of the position as outlined and on Dorm Crew's [Frequently Asked Questions](#) web page. I agree to follow the guidelines set forth by the Office of the Dean, and the rules and regulations as listed in the Handbook for Students.

### *Job requirements*

Pre-Commencement week begins on **May 16** and ends on **May 20**. I understand that I must be available to work all the 40 required hours this week. Each workday begins *promptly* at 8:00am and ends at 4:30pm, with a 30-minute unpaid lunch break. Employees who miss work for any reason will be subject to termination of employment and housing. Dorm Crew reserves the right to refuse employment to students if they have performed unsatisfactorily for Dorm Crew or the Harvard Alumni Association in the past.

### *Temporary housing rules*

I will be reassigned to another room made available for temporary student housing. My new room will be vacated by a departing student on May 15, and will not be cleaned before I move in. I will no longer be on the Harvard meal plan nor have telephone service in my temporary room. I cannot choose my roommate(s), choose my housing assignment, or request a single room. I cannot switch rooms with another student in temporary housing. I must put excessive personal belongings in storage.

I will not learn where my temporary housing is until May 15. My temporary housing assignment will be posted **on the Dorm Crew website**, along with instructions for key pickup; **pickup will occur at noon** the same day. *I must present my Harvard ID in person to receive my assigned room keys.*

Common Rooms in the Yard and Houses will not be available for use. I am responsible for the maintenance of good order and reasonable quiet in my assigned room. I must not permit any unauthorized person to reside in my temporary housing. I will be subject to a charge of \$20 on my term bill for room lockouts. I must maintain the condition of my suite and its furnishings and place my trash in containers provided in the trash rooms of that building for that purpose. I must leave my room free of my trash, subject to a term bill charge.

I understand that at any point I may be relocated to new temporary housing as maintenance demands. I understand that contract and maintenance workers will be allowed in my room if maintenance is required. I understand that I am not to take, move, or in any other way alter the telephone in my room and that doing so can and will result in a term bill fine.

**I understand that no student, regardless of age, is allowed to possess or consume alcohol in the freshman dorms.**

I understand that Dorm Crew reserves the right to enter occupied temporary housing rooms at any time for inspections or cleaning. I must vacate my room and return my room keys and access card, in their envelope, to the Superintendent's Office of the House in which I stayed, or to the Dorm Crew Office if in a freshman dorm, by 8:00am of the day after my last full day of work, subject to a term bill charge of \$150 per day of additional unauthorized residence and \$10 for missing keys. The final move-out time for temporary housing in the Yard will be early on the morning on Saturday, June 11. The exact time will be announced during Spring Clean-Up. Regardless of my listed departure date, I will vacate my room by 8:00am of the day after my last full day of work.

### *Safety*

I understand that Spring Clean-Up work can be physically demanding. I understand that employees must wear long pants and sturdy, closed-toed shoes. I understand that any employee who reports to work in inappropriate attire will be sent back to get changed and will not be paid for the missed time. I understand that any worker who compromises the safety of him/herself or others will be subject to immediate termination and loss of housing.

### *Reunion and commencement jobs*

I agree to all the terms and conditions outlined on Dorm Crew's [Reunion Week Jobs Information](#) web page.

### *Payroll*

I understand and accept the terms outlined in "Wages" section of Dorm Crew's [SCU 2011 Information](#) web page. I understand if I do not complete the necessary employment and tax forms by **5:30pm on May 3rd**, my payment may be delayed. I understand that it is my own responsibility to complete the necessary government and school paperwork.

### *Alcohol policy*

No student, regardless of age, is allowed to possess or consume alcohol in the freshman dorms. Any employee who consumes alcohol during working hours—including during reunion jobs—will be subject to immediate termination of employment and housing.

### *Amendments and changes*

I understand that Dorm Crew reserves the right to make changes to my application status and my employment status at any time before or during Spring Clean-Up.