**NEW HIRE WAIVER**

**YESHIVA COLLEGE ­~ ­ ACADEMIC ADVISEMENT CENTER**

*Peer Tutoring Program- Procedures and Policies*

**Peer Tutor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Peer Tutor E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Peer Tutor Zoom/ Microsoft Teams Code: *(please indicate the platform you’d like to use)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose:**

This document aims to ensure that as a peer tutor, you understand your responsibilities in relation to receiving payment for your hours of tutoring services.

By signing this document it means that you:

* Have viewed the PowerPoint Presentation on the Peer Tutoring website, which illustrates how to properly use the Appointment Scheduler
* Are not allowed to work more than 15 hours in a two week pay period
* Understand all rules and regulations related to payment procedures (explained below)
  + - * Each tutor is responsible for documenting their hours in KRONOS.
      * Hours on the Appointment Scheduler must accurately reflect the hours logged into KRONOS. If the appointment on the scheduler is not made, Administration will assume the tutoring service did not occur and you will not get paid for it.

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

Signature of Tutor

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

Signature of Ms. Schwartz

**Please indicate the times you are available to tutor each day:** This information will be used to create your profile on the appointment scheduler, which Ms. Schwartz will make for you. If you drop/add a class, or your availability changes at any point during the semester, please let Ms. Schwartz know.

*Sunday: Wednesday:*

*Monday: Thursday*

*Tuesday: Friday:*

*Courses you have been approved to Tutor:*