



MEMORANDUM OF UNDERSTANDING

To: Summer Camp Directors
From: David Misak
SUBJECT: Employment for summer camps

Summer is here and many departments will be hosting a summer camp. This is a wonderful opportunity to bring potential future students on campus for a fun, learning experience. In an effort to promote SWOSU and assist these departments, Human Resources is in support of open hiring for these one-time summer camp activities. Therefore, if you know of or can find an individual willing to work a summer camp without posting the position, you may do so. If you need assistance with posting a position, please submit a Position Posting for Staff/Administrative Requisition form with a brief description of the essential duties of the job to the Employment Specialist in the HR Office.

Please keep in mind, as with all hiring processes, SWOSU supports diversity and the selection shall comply with SWOSU's Equal Employment Opportunity (EEO) Policy:

SWOSU, to the extent required by law, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, Americans with Disabilities Act of 1990, the American with Disability Act as Amended of 2009, and other federal laws and regulations does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, genetic information or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to employment, promotion, assignment, discharge and other terms and conditions of employment.

A background check will be completed on all employees of the camp residing in a residential hall who have not had continued employment with SWOSU prior to the first day of employment with the camp. Please provide a list of potential employees, with contact information, to the HR Office ASAP. The Office of Human Resources will conduct a background check with a signed Release Authorization Form from the successful candidate and notify the director/PI with the results of the background check only as "approved" or "not approved". Only Human Resources will discuss or correspond with the potential employee if the background check is failed.

It is the director/PI's responsibility to ensure that the new employee reports to the Office of Human Resources on or before the first day of work. Failure to do so is a violation of state and federal law.

If you have any questions, please call the Employment Specialist at 6012.

If you prefer to use the methods identified in this memo for staffing of your camp, please sign and return this form.

Thank you.

Signature & Date

Printed Name