Purpose: To define the manner in which student-athlete employment will be reviewed and monitored for compliance with ASU and NCAA rules and regulations.

Policy:

1. Rules compliance – All student-athlete employment must be permissible under NCAA, Pac-12, and ASU rules and regulations.

2. Scope – This policy applies to employment of student-athletes by non-ASU entities and excludes student-athlete employment at institutional camps or clinics as those are defined under NCAA legislation. (See the Camp and Clinic policy and process).

[Note: ASU employment of student-athletes is subject to non-athletics institutional policies and processes that include Compliance Office review. Depending on the risk factors related to the student-athlete or the employment, the Compliance Office may choose to monitor that employment as described below.]

3. Employment documentation – All student-athlete employment must be documented with the Compliance Office.

4. Employment monitoring forms and timeframe for submission –

   a. Academic year employment form: Each student-athlete must complete an academic year employment form before start of practice or competition at the beginning of the year (including preseason practice).

   b. Summer employment form: Each student-athlete will be sent the summer employment form.

   c. Employment verification form: The Compliance Office will send the employment verification form to employers after receiving the completed employment forms.

5. Compliance Office form review – For summer employment forms and employment verification forms, given the volume of work and level of risk associated with retrieving completed forms from all student-athletes or employers, the Compliance Office, at its discretion, based on risk factors relating to the student-athlete or the nature of the employment, will make reasonable efforts to ensure each student-athlete has completed this form and may require reasonable efforts to ensure each student-athlete has completed this form and may require reasonable efforts to ensure each student-athlete has completed this form and may require specific student-athletes (e.g., student-athletes deemed elite under the associated Elite Student-Athlete policy and process) to complete the form.
6. **Responsibility to supplement** – If a student-athlete begins new employment after completing the summer or academic year form or has a substantial change in his or her existing employment he or she must file an additional employment form.

7. **Employment by an SDA staff member** – Any SDA staff member who wishes to personally employ a student-athlete (e.g., babysitting, house sitting) must receive prior approval from the Compliance Office.

**Process:**

1. Student-athletes will submit an employment form in the compliance software system for the academic year and summer.
   
   a. Academic year employment – Before the beginning of fall practice, student-athletes will complete an [Academic Year Employment Form](#) noting whether they will be employed during the academic year and, if so, include information about their employment.
   
   b. Summer employment – At the end of the academic year or sport season (whichever is later), student-athletes will be sent the [Summer Employment Form](#) noting whether they will be employed during the summer and, if so, include information about their employment.

   [Note: In accordance with the policy above, student-athletes will submit information regarding new employment or substantial changes in employment to the Compliance Office.]

2. The Compliance Office will review the student-athlete employment forms.
   
   a. The Compliance Office will contact the student-athlete if more information is needed to complete the review of his or her employment.
   
   b. If the Compliance Office determines the employment does not meet NCAA, Pac-12, or ASU rules and regulations, the student-athlete must advise the employer to modify the arrangement to fit within applicable rules or the student-athlete must terminate the employment. Failure to do so may lead to the student-athlete being declared ineligible. If the employer is able to modify the employment to be permissible under applicable rules, the Compliance Office will continue to step 2(c) below.
   
   c. If, based on the information provided, the Compliance Office determines the employment is permissible, the Compliance Office will send the employer the [Employment Verification Form](#) to be completed through the compliance software system.
3. The Compliance Office will review the forms returned by employers and compare them to information provided by the student-athlete. Further, the Compliance Office will review whether the employment is permissible under NCAA, Pac-12, and ASU rules and regulations.

a. The Compliance Office will contact the employer if more information is needed to complete the review.

b. If the Compliance Office determines the employment does not meet NCAA, Pac-12, or ASU rules and regulations, the student-athlete must advise the employer to modify the arrangement to fit within applicable rules or the student-athlete must terminate the employment. Failure to do so may lead to the student-athlete being declared ineligible.