



UNIVERSITY OF CALIFORNIA, BERKELEY

## Student Proofreading Program - Guidelines

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I, \_\_\_\_\_, understand the following guidelines and agree to follow them:

- Hourly Pay Rate - \$15
- I will not accept a direct assignment from a professor (bypassing HR and RSO fund approval.) I understand that accepting a direct assignment may mean that I will not receive payment for work done.
- I will follow University guidelines and not work more than 20 hours each week for all positions that I hold.
- Documents viewed during the proofreading process are considered confidential in nature and may be covered under Copyright and Confidentiality guidelines. I will not share any of the information contained in documents I receive.
- I will use my own computer equipment to do the proofreading work.
- I have Microsoft Word available to me and understand how to use the track changes feature.
- If a document is in another format/program I will work with the professor to obtain the necessary software to proofread the document or I will talk to HR about not taking the assignment.
- I will submit a timesheet each month, for each assignment that I receive. Timesheets are due to the professor by the 5<sup>th</sup> of the following month (i.e for June 1 – June 30, it is due July 5<sup>th</sup>). Timesheets can be downloaded from the ERSO website at [www.erso.berkeley.edu](http://www.erso.berkeley.edu) . I understand that if I work on multiple assignments I will submit a timesheet for each assignment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Human Resources

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Date