

2020-2021 ON-CAMPUS WORK AUTHORIZATION

STUDENT'S NAME: _____ ID # _____

BOX/PHONE #/ EMAIL: _____ / _____ / _____

POSITION TITLE: Student InfoBar Assistant /Check here if stipend -06

SUPERVISOR NAME AND EXT #(print): Suzanne Karanikis / 5762

ALTERNATE SUPERVISOR: (required/print) Sam Sharp / _____

START DATE: 8/25/20 END DATE: 5/15/21 DEPT/BUDGET #: 90 / 51025

Average Hrs Per Week ⁸ _____ (Req)/ Check Here if Working with Minors(Under 18) _____ (Req)

STUDENT SECTION

1. I have discussed the duties, hours, and responsibilities of this job with my employer. I understand that if I fail to carry them out, I can be terminated according to the procedures listed on the termination policy page of this form. Counseling is available from the Student Employment Office, ext. 5727, if needed.
2. I will follow the department's procedures for scheduling and reporting hours worked accurately. I understand that I must submit my time, by the Payroll deadline, on the HUB under Time and Attendance bi-weekly.
3. I may not earn more than the work-study award in my financial aid package. **I also understand that I may not work more than 29 hours per week, this includes work study, stipends and any other work done for the college.**
4. **I understand that I may have access to confidential information. I understand if I disclose any confidential information I can be terminated according to the termination policy for student employees.**
5. I understand I will not be paid for scheduled hours missed due to natural disasters, inclement weather, holidays, school closings or other unforeseen events.
6. I understand that I am not eligible to claim unemployment benefits or to participate in the College's Benefits Program.
7. I understand if I work with Minors (**child age 17 or below**) I will agree to complete online required safety certification and also a CORI check. After completion, the CORI will be valid for 3 years.

EMPLOYER SECTION

1. I agree that the job description for this position is accurate and reflects my expectation of what the student will do in the job.
2. Training, when needed, will be provided to enable the student to perform the job competently.
3. I will ensure the student meets the payroll deadline. I will approve the student's time card by the Payroll deadline and I will reject incorrect hours so the student can correct them before the deadline.
4. **I will not terminate this student without following the procedures listed under the termination policy.**

WE CERTIFY THAT WE HAVE READ AND UNDERSTAND THE POLICIES LISTED ABOVE

Suzanne Karanikis 8/27/20
Type text here

SUPERVISOR'S SIGNATURE / DATE

STUDENT'S SIGNATURE / DATE

PLEASE READ THE FOLLOWING BEFORE SIGNING YOUR CONTRACT

STUDENT EMPLOYMENT TERMINATION POLICY

Students holding Work Study positions are expected to be prompt, team oriented, professional, cooperative with other staff members and willing to follow direction.

There are two ways in which students may be terminated from their job, Immediate Dismissal and Warning Dismissal. The policy and procedures that apply to each are as follows:

IMMEDIATE DISMISSAL

This procedure shall be justified only in cases where the student has committed a serious offense against established college conduct rules. Examples of such offenses are:

1. Theft of money, supplies, equipment, etc.
2. Illegal or irresponsible use of college property
3. Working, or appearing for work under the influence of alcoholic beverages or illegal drugs.
4. Unauthorized modification or falsification of any college records such as petty cash slips, transcript documents, aid awards, etc.
5. Breach of confidentiality in which individually-identifiable information is disclosed as prohibited by The Family Educational Rights and Privacy Act of 1974. Intentional disclosure by the student of this information to any unauthorized person could subject the student to criminal and civil penalties imposed by law.

WARNING DISMISSAL

This procedure shall be used for all cases of **unsatisfactory** work performances which do not merit immediate dismissal. For example:

1. Poor attendance record, tardiness, etc.
2. Poor work performance after training and instruction
3. Abuse of department rules and regulations i.e., making personal phone calls during work hours, abuse of duplicating facilities, etc.
4. Inappropriate, unprofessional or uncooperative behavior in the workplace.

This procedure consists of three stages:

1. **First**- a verbal warning is issued.
2. **Second**- a written warning is issued, and a probationary period established.
3. **Third** – student is dismissed from position or reinstated after the probationary period.

*If work improves during the probationary period and the student is reinstated, but then the work deteriorates again, a student may be **immediately** dismissed from the position.*

If at any time the student feels that s/he has been treated unfairly or that a satisfactory solution to a work-related problem has not been reached, a grievance may be filed with the Student Employment Coordinator. This grievance must be filed within 5 working days of the occurrence and a student who does so is fully protected from retaliation for filing this grievance. All grievances will be reviewed by the Student Employment Coordinator and the Director of Financial Aid in conjunction with the involved individuals. If after this process the student is not satisfied, the appeal may be taken to the Judicial Council whose decision will be final.