



## Student Worker Contract

The terms of this contract shall be in effect throughout the duration of employment as a Student Worker (“*the Worker*”). Failure to meet the requirements of this Contract may result in *the Worker* being placed on probation or termination. *The Worker* and Rochester Christian University agree:

### Student Employment Status

- *The Worker* is currently enrolled as a student at Rochester Christian University. Students eligible for the Federal Work Study program and international students receive first priority for placement.
- *The Worker* is eligible to work on campus unless placed on academic or financial aid suspension or dismissal. Peer Tutors or Supplemental Instruction Leaders are required to maintain a **3.3 cumulative GPA**.
- Employment will be terminated if *the Worker* is placed on Financial Aid Suspension detailed in the Rochester Christian University Satisfactory Academic Progress Policy as printed in the University catalog.

### Attendance & Job Performance

- *The Worker* is expected to be reliable and punctual. You must call your Supervisor prior to your scheduled work time if you will be absent.
- Other than illness, absences must be approved in advance. *The Worker* will contact the Supervisor immediately if unable to work due to illness. A no show, no call absence may result in immediate termination.
  - Provided it is an option within the department, *the Worker* will arrange for coverage if unable to work his/her scheduled work time. The Supervisor should be notified one week in advance regarding changes needed in scheduled work time.
- *The Worker* agrees to perform specific duties and tasks assigned by the Supervisor or a designate within the department.
  - *The Worker* agrees to accomplish assigned tasks during scheduled work time and will ask the Supervisor for additional work if tasks are completed before time to leave.
  - *The Worker* agrees to maintain a clean work area and will clean up when leaving for the day.
- *The Worker* agrees to cooperate with other student workers and staff members within the assigned department.
- *The Worker* will refrain from making personal phone calls, emails, or instant messaging during scheduled work hours.

### Dress & Personal Appearance

- *The Worker* is expected to wear neat and clean attire that maintains an appropriate businesslike appearance as determined by the work performed in the assigned area.
- Maintenance, Housekeeping, and Grounds *Workers* should dress appropriately for the work being performed.
- *The Worker's* hair should be clean and combed. Good personal hygiene habits must be maintained.

### Standards of Conduct

- *The Worker* agrees to conduct his/her public and personal life in a manner that reflects the mission and purpose of Rochester Christian University.
- Through manner and appearance *The Worker* agrees to help maintain a professional atmosphere within the assigned department.

### Confidentiality

- *The Worker* may have access to shared drives or campus databases. *The Worker* will only use this access to retrieve information as required to perform their assigned duties.
- *The Worker* recognizes they may have access to written, oral, and/or electronic data that is highly confidential and agrees not to disclose this information to anyone.

### **Work Schedule**

- The department Supervisor and *the Worker* will set a mutually agreed upon work schedule.
  - *The Worker* will check their Rochester Christian University e-mail account on a regular basis for updated information regarding work schedules.
- The number of hours *the Worker* may work is determined by their Federal Work-Study award but students typically qualify for 8 to 10 hours per week.
  - *The Worker* is not allowed to work overtime.

### **Time Reporting**

- *The Worker's* hours will be submitted to payroll via electronic timesheet using the ADP phone app.

### **Payday**

- Student employees are paid semi-monthly, on the 15th and last day of each month. If the day falls on a weekend or holiday, pay will be distributed the Friday prior.
- Student employees are paid one pay period behind. Work performed:
  - 1–15 of month – *paid on last day of the same month*
  - 16-last day of month – *paid on the 15th of following month*
- Payroll is distributed by direct deposit ONLY. No manual checks will be issued. Pay statements are not dispersed but are available in electronic format on the ADP website or app.

### **Voluntary Quit**

- If *the Worker* is unable to fulfill his/her Work Study obligations, he/she will contact the Supervisor at least one week prior to resigning from the position.
- *The Worker* agrees to remain in the accepted position for the entire semester.

### **Involuntary Termination**

- In addition to those outlined in the Student Employment Status section, *the Worker* may be terminated for the following reasons (these are not all-inclusive):
  - Unsatisfactory performance, misconduct, repeated tardiness or absences, no call-no show, GPA below minimum, no longer eligible for FWS
- If *the Worker* is terminated, he/she is ineligible for placement in another position for the remainder of that semester.
- Upon termination, *the Worker* agrees to return all property (including keys, records, notes, data, and equipment) belonging to Rochester Christian University.