

PRINCIPIA COLLEGE

Student Employment Agreement

The purpose of the Student Employment program at Principia is to provide students with the opportunity to develop and practice good work habits, learn new skills and to contribute to the Principia community by providing valuable services as part-time student employees. Every position offers opportunities for growth and meets a practical need for the campus. There is a mutual expectation that employee and employer will enter into this commitment in a professional and responsible manner.

To ensure that our service departments can operate efficiently during the academic term, all students new to working on campus are required to work 150 hours in a service department (Dining Services or Facilities). This is to be successfully completed within the first two semesters of employment. If termination occurs, accumulated hours may not be credited.

To obtain a job, please view the Student Employment Office (SEO) webpage on PrinWeb and become acquainted with it. Policies, procedures and current job postings will be listed on the webpage and will be updated often. All student employment is subject to approval through the SEO. Students who complete pre-employment will be issued a card to present to employers. Only jobs obtained through these procedures will be authorized.

Students may work up to 15 hours each week. If work is available and the need arises, after their first semester, students may petition to work more than 15 hours per week with a maximum limit of 19 hours per week. The Department of Homeland Security requires that International students work no more than 20 hours per week (Sunday – Saturday) during the academic term. Principia has a limit of 19 hours for all students. This includes events and substitute shifts. Students are responsible to manage their own hours. (See reverse for consequences.)

On campus jobs are considered to be entry level, part-time, and temporary. Students will be paid at the rate of \$8.25 per hour. Student managers who supervise other student workers during their shift will be paid \$8.75 per hour.

Employer Policies and Employee On the Job Responsibilities

- Use Christian Science to resolve conflicts and challenges on the job. Feel free to work with your supervisor, RCE, or Student Employment Manager as well.
- Employees are expected to take direction, observe confidentiality, remain focused, contribute to the team atmosphere and be invested in the position for the entire term of employment.
- Assignments are made for one semester. Employees may reapply with the current department for additional semesters or may change jobs after completing the term.
- Employees are required to be punctual and be prepared to work at the beginning of their shift.
- Employees are expected to work the hours they commit to. Only employees on the Cox Cottage “In” List are considered an excused absence. All other absences are considered unexcused and must be approved by a supervisor. Please communicate with your supervisor prior to any missed work. This includes finals week.
- Employees are expected to communicate with their supervisor. Your Principia email address is the address supervisors will use to communicate with you if needed. Please check your Prin email regularly.
- Employees are responsible for accurately recording time & attendance using a time clock or other means specified by the supervisor. Frequent missed or incorrect punches can lead to termination. All employees will have access to view their time & attendance via the web.
- Attire should be appropriate for your department. Please check with your supervisor to determine the preferred dress code prior to your first day.

The undersigned employee has read and understands the above terms and responsibilities.

Student Employment Manager

Date

Employee signature

Date

Print name

CONSEQUENCES FOR EXCEEDING YOUR HOURS

On the first offense, the SEO Intern will contact you by email reminding you of the policy and how to petition up to 20 hours if you are eligible.

On the second offense, the SEO Manager will notify you, your Supervisor and the International Student Program Manager, if applicable. You will be asked to reduce your schedule to ensure there are no further violations.

On a third offense, the SEO Manager will notify all those previously contacted as well as the Director of Financial Aid (if applicable) on the email, and inform you that your hours are reduced effective immediately.

20 hours are reduced to 15
15 will be reduced to 10

Any further offenses will lead to termination from all on-campus employment for the remainder of the semester, with no additional financial aid to be awarded.

You will need to come to the SEO office to sign a termination form which remains in your file.

Anyone on the termination list will be considered to be on probation the following term, and may not be approved to petition up to 20 hours for one semester.

Anyone who has been terminated for hours overages will not receive the early stages warnings, and will skip immediately to the second warning level that includes all supervisors and The International Student Program Manager (if applicable).

The undersigned employee has read and understands the above consequences and procedures for hours overages.

STUDENT SIGNATURE

DATE