



Student Employment Procedures Manual

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**JOLIET JUNIOR COLLEGE
COMMUNITY COLLEGE
DISTRICT 525**

STUDENT EMPLOYMENT HANDBOOK

2009-10 Committee Members

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APPENDICES FOUND IN PUBLIC FOLDER

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STUDENT EMPLOYMENT MISSION STATEMENT

Educating students is the primary objective of Joliet Junior College, and to that end, on-campus student employment will support the academic mission and process. Joliet Junior College Federal Work-Study and Student Work Scholarship programs are committed to providing students with an opportunity for employment. This employment is often the first job many young adults have and is to be a learning experience as well as a job. Supervisors are responsible for the training of the student including job expectations and safety procedures and are to provide a safe environment for the student worker.

It is our intention that these students not only gain an excellent education, but also have a rewarding work experience.

INTRODUCTION

The purpose of the Student Employment Procedures Manual is to assist supervisors in all aspects of student employment. Posting job listings, hiring a student, work contracts, pay rates, evaluations, terminations and supervisor, student, and Financial Aid Office rights and responsibilities are covered along with other pertinent information.

Because this information is very detailed and because federal regulations change and are added from time to time, there will be a need for changes. This manual will be in the Microsoft Outlook Student Employment Public Folder and updated periodically.

It is the hope of those responsible in writing this manual that student worker supervisors feel more knowledgeable and confident in planning for student employment and in hiring and evaluating their employees.

STUDENT EMPLOYMENT

Student Employment includes:

Federal Work Study and **Joliet Junior College Work Scholarship**.

Additional information, forms, appendix references, can be found in the public folders under **Student Employment**.

Student employment is administered by these departments:

- **Career Services Office (X2756, D 1010)**

Responsible for issuing passwords and approving job postings for supervisors through the College Central Network.

Assists students with instructions to access the web site to look for on-campus employment.

Primary contact for questions regarding Student Employment.

- **Financial Aid Office (X2528, J 1045)**

Establishes Grade Level of Student Worker positions based on the Skill Level Determination Form. Assigns a position job file number that is sent to the supervisor to be retained in their files for future reference.

Processes Work Contracts, I-9 Form Compliance, Work-Study Change Notices, Termination Forms.

Reviews all work authorizations, pay increases, new classifications and titles.

- **Business Office Payroll Department (X2426, J 1049)**

Handles payroll schedules, W-4 forms, timesheets, and student paychecks

- **Human Resource Office (X2266, J 1057)**

Responsible for any report of accidents, violations of Board Policy and personnel issues that cannot be resolved between the supervisor and the student.

FEDERAL WORK STUDY

Federal Work Study (FWS) is a federal financial aid program designed to provide part-time employment for eligible students. Joliet Junior College (JJC) receives an allocation from the federal government each fiscal year that is used in combination with JJC funds to provide part-time jobs for students. FWS funds are restricted to students who are either citizens or permanent residents of the United States. Foreign students with an F-1 Visa are not eligible for FWS funds.

Students must apply for financial aid and receive a FWS award from the Financial Aid Office in order to work under this program. Students who demonstrate financial need are awarded FWS funds on a first-come, first-served basis until the funds are exhausted. Therefore, it is very important for students to be aware of and adhere to application priority dates. Students who file late for financial aid may not receive a FWS award due to lack of funding, regardless of whether they had a FWS award in the past, have financial need, or have a specific FWS job arranged. To receive maximum consideration for a FWS award, a student should file the Free Application for Federal Student Aid (FAFSA) by May 1 prior to the school year they will be attending. Also, students who accept their offer of FWS are not guaranteed a job. Rather, they are given access to available jobs in order to apply for the jobs that interest them.

Student employees who receive FWS awards may not earn more than the dollar amount of their award. The Financial Aid Office, Payroll Department, supervisors, and students must monitor FWS student earnings to ensure that students do not earn more than their awarded amount. If the FWS amount is exceeded, the student will be changed to JJC Work Scholarship, and a change notice will be sent to the supervisor. Students may not have positions using both FWS and JJC Work Scholarship at the same time. The Financial Aid Office will send a change notice letter to the department supervisor when students have exhausted their FWS funds.

Grant funded programs are limited to Federal Work Study funds when hiring student help. The student must have applied for financial aid and have been awarded Federal Work Study funds before they can be paid. Grant funded programs cannot use Joliet Junior College Work Scholarship Funds.

JOLIET JUNIOR COLLEGE WORK SCHOLARSHIP

If a student has a JJC Work Scholarship designation, it means that the student either has not applied for any type of financial aid, has not received any financial aid that is based on financial need, or has exceeded his or her FWS award.

STUDENT ELIGIBILITY

Enrollment Criteria

Academic Year:

- Currently enrolled students must maintain a minimum of six (6) credit hours at JJC. Students enrolled in split/open entry/multi-semester courses can count those credits only for the semester in which they pay.

Summer Sessions:

- Continuing students who have completed six (6) credit hours in the spring **AND** are enrolled for six (6) credit hours in the fall are eligible to work in the summer.
- Incoming students enrolled for fall (minimum six (6) credit hours are eligible to begin employment in May under JJC Scholarship. If a student has a FWS award letter by July 1, he/she may transfer to FWS at that time.
- JJC May graduates are allowed to continue their employment through the summer.
- JJC students transferring or not returning to school are allowed to continue their employment through the summer.
- Summer only students must be enrolled in six credit hours.
- FWS continuing students are eligible to continue their employment through the summer.
- FWS students transferring in the fall are eligible to continue their employment through the summer. After July 1 student must transfer to JJC Scholarship.
(Please refer to Appendix 1 chart for further details.)
- FWS students not returning to school are not eligible to work after the last day of spring classes but may be switched to JJC Work Scholarship to continue their employment through the summer.

Academic Criteria

Educating students is the primary objective of Joliet Junior College, and to that end, on-campus student employment will support the academic mission and process. **Student workers placed on Academic Probation, in accordance with the JJC Academic Standards of Progress Policy, will be suspended from employment.** Students may be considered for rehire after their GPA meets or exceeds the required level to be in “good academic standing”. It will be the **Supervisor’s responsibility** to check each student worker’s academic summary at the beginning of each semester to determine the student is in good academic standing. If the student is on probation, the supervisor will complete the termination form (Appendix 10) and submit to the Financial Aid Office.

Good academic standing is defined by cumulative credit hours and corresponding GPA.

<u>Credit Hours Earned</u>	<u>Minimum GPA</u>
0-12	1.75 cumulative or 2.0 semester
13-32	1.85 cumulative or 2.0 semester
33-48	1.95 cumulative or 2.0 semester
49 & above	2.00 cumulative or 2.0 semester

Supervision Criteria

Students may not work for close relatives, such as parents, grandparents, aunts and uncles, cousins, and other individuals living in the household.

Students may not work both as a part-time employee and as a student worker at the same time.

SUPERVISOR PROCEDURES FOR CREATING A POSITION

To create a **new** position for your department you **must complete and email** the forms listed below to Diane Kozielski in the Financial Aid office – **dkozielski@jjc.edu**

Appendix 4 – Skill Level Determination form

Appendix 5a - Job Opening form

Appendix 5b - Job Description form

1. In an effort to create wage consistency among student employment positions across campus, the **Skill Level Determination form** was created (see **Appendix 4**). Supervisors must complete this form for each position. After completion, the Financial Aid Office will determine the grade level based on the boxes checked by the supervisor. The supervisor will receive a copy of this form and notification of the grade level assigned to the position.

The Grade level, which is determined for each student employment position, is based upon the individual skill level and the qualifications that are required for each position. Descriptions for each of the Grade Levels are as follows:

Grade Level 1

Minimum special skills or previous training required. These positions consist of routine tasks with minimal responsibility. Employees are well supervised. Students will be trained for these positions.

Grade Level 2

Previous training or experience is necessary for these positions. Employee must possess special skills with some level of competence. Training may be necessary for some aspects of these positions. Some supervision is provided. Employee should have completed some undergraduate education.

Grade Level 3

Special skills are involved, and student employees must have experience in the area with a high level of competence. Independent judgment and a high degree of mental activity and/or manual dexterity are required. Independent research may be an integral part of duties. Advanced technical experience may be required. Student employee's work may provide an important link in a departmental position. This position requires a self starter.

2. The Job Opening and Job Description form should clearly describe the contact information, duties and qualifications of the position. These forms **must** be on file with the Financial Aid Office before you can post the position.

Complete **one Job Opening form and one Job Description form** for each job that you have available. If you have several positions available under a job title, only one Job Opening form and one Job Description form is required. **Keep a copy of these forms available for future posting.**

3. The Financial Aid Office assigns the position a job file number. A copy of the job description with the job file number will be sent to the supervisor to be retained in their files. The job file number should **always** be referred to when communicating with the Financial Aid Office about a position.

4. Once a job file number has been assigned to the job, you will be able to post your position on College Central Network at **www.collegecentral.com/jjc**

Before you post a position:

1. Know your student employment budget line item amount
2. Know the hourly rate of pay
3. Know the number of weeks you will need to employ a student worker
4. Calculate how many hours per week the student can work (**Appendix 3**)

Positions not properly posted are in violation of EEOC/AA laws and a student contract will not be issued for any open position not posted through the College Central Network.

Students will not be permitted to work without a completed contract and any student working without a valid contract will not be paid for those hours worked.

PROCEDURE TO POST STUDENT EMPLOYMENT POSITIONS

- Register at www.collegecentral.com/jjc
 - Select the **Employers** icon. Choose the link for **Register Now**.
 - Company name – Your Department
 - Company address – Office number and Campus on second line
 - City – (Joliet, Romeoville, Morris)
 - Company Description - Brief description of your department
 - Company Website –your department website
 - Industry – blank
 - EOE status – initial
 - Access ID using your JJC username (ex. mwolfers)
- You will receive an email notification confirming your **Access ID** and informing you of your **Password**.
- To post your position, go to www.collegecentral.com/jjc and choose the **Employers** icon.
 - Click the link for **Online Services** and enter your **Access ID** and assigned **Password**

PLEASE COMPLETE THE JOB POSTING ENTRY FORM AS ILLUSTRATED BELOW

Note: Improper or incomplete postings will cause a delay in your hiring process.

JOB POSTING ENTRY:

Company Name: **pre-populated from registration information**

Company Description: **pre-populated from registration information**

Job ID: Automatically populated

Job Title: Example: receptionist, tutor, clerical

Job Description: Please enter complete details

Salary: Include this information

Type of Job: **STUDENT EMPLOYMENT**

Job Location: **ON CAMPUS**

City:

Option of recruiting students or alumni: **STUDENTS**

Degrees Wanted: **None Required**

Majors Wanted: **Any Major**

Job Targets Wanted: Not required

Minimum GPA: Department's choice (reminder: student must not be on academic probation)

Required Skills/Certifications: Taken from job description

Other Job Requirements: From job description

Contact Information

Name: **Your name**

Street: **Office location** (ex. D-1010)

City: **Campus location** (ex. Main, North)

State: Illinois

Country: United States

Phone: **Complete phone number** including area code.

Fax: **leave blank**

Email: **Your email address**

Apply Online: **leave blank**

Application Instructions: Please include the following:

After you click Submit to Posting, in the cover letter box include the Job Title and your relevant skills and experience. To be considered for this position, you must submit your Student Employment Application.

(If you have not completed an online Student Employment Application, go to your CCN home page for details.)

Resume Submission Deadline: Default is one month – must be minimum of 4 days

SAVE JOB POSTING

After your job posting has been approved, you will receive an email displaying your records.

Once you have posted a job, you can **Edit, Repost or Expire Job Postings**

- Edit job postings as changes occur.
- Expire jobs when they have been filled so they come off view.
- Repost expired jobs if they are still open or become open again.

THE HIRING PROCESS FOR STUDENTS

1. Students will apply online directly through College Central Network.
2. Students will submit a cover letter indicating job title and department and Student Employment Application to the contact person/department listed.
3. The supervisor will review the cover letter, application and verify the student's academic standing.
4. The supervisor will contact the student regarding an interview. At this time they should request a class schedule and Academic Summary.
5. Students may not work both as a part-time employee and as a student worker at the same time.
6. If hired, students complete an I-9 form (providing two forms of identification), the Family Educational Rights and Privacy Act, and W-4 forms for Payroll (available from Financial Aid).
7. Work Contracts are completed by the student and submitted to their supervisor.
8. Employers (designated supervisors) complete and sign the Work Contract and Section 2 and 3 of the I-9 form. These forms, **along with a copy of the job posting**, are forwarded to the Financial Aid Office.
9. Students may not begin working until all appropriate forms (signed contract, I-9 Form, and W-4 forms) have been returned to the Financial Aid Office.
10. Certify the student employee understands and complies with the Family Education Rights and Privacy Act

SUPERVISOR RESPONSIBILITIES

1. Post all open student worker positions for a minimum of three working days through the College Central Network.
2. Verify the student's academic standing during the interview process. Students on Academic Probation are not allowed to hold a student worker position.
3. Interview and hire student employees. The supervisor is expected to hire the student that is best suited to the positions.
4. Review with the students the written list of job responsibilities and departmental policies for student employees as part of the hiring process.
5. During your initial interview with a student, determine if the student can meet your long-term needs. Make sure to emphasize that the student's education comes first. If students are hired to work specific, difficult-to-fill hours, (mornings, evenings, lunch coverage, etc.) they should understand that they will be expected to schedule their future classes so that they continue to work these hours. (You are under no obligation to continue their employment if they cannot cover the hours they were hired to work.)
6. Certify that the student employee understands and complies with The Family Educational Rights and Privacy Act.
7. Make sure that student employees have completed **ALL** of their pre-employment paperwork in the Financial Aid office **BEFORE** working. Students may begin working after all appropriate signed forms have been returned to the Financial Aid office
8. Check timesheets for accuracy, sign and submit them to the Payroll office. The supervisor's signature certifies that the student worked the specific days and hours reported. Students may not work more than 20 hours per week during the school year (40 in the summer).
9. Provide the appropriate training and workspace for each student employee
10. Student Workers must be supervised at all times and not left alone to handle a department for any extended period of time (i.e. to cover lunch breaks).
11. Student may not proctor tests in any situation.
12. Students may not grade tests or have administrative access to Colleague or any learning management system, such as ANGEL.
13. Working off-campus is not encouraged and is optional for the student to accept. If the student is to use his own transportation, it is the supervisor's responsibility to verify the student has a valid driver's license and automobile insurance. The student will be paid mileage at the current college rate.
14. In the event of a job-related accident, the supervisor is to complete a Report of Accident/Injury form available from Human Resources. For Workman Compensation purposes, please complete this form and return in a timely manner to Human Resources.
15. Complete at least one evaluation for each student worker per year.

Appendix 8 has been inserted as an information piece that a supervisor may wish to use. It is an example of the Financial Aid Office attendance policy that is signed by the student so that there are no misunderstandings.

Suggestions

Establish a two-week probation period for new student employees. That way, you are under no obligation to continue a student's employment if their initial work performance is unsatisfactory.

Contact the Career Services Office if you have questions regarding student employment.

WORK SCHEDULE

Students are restricted to working twenty (20) hours per week when classes are in session. When classes are not in session, students may work up to forty (40) hours per week, however, on holidays when the college's offices

are officially closed, students will not be permitted to work on campus. Students are not required to work during final exam week.

A student may work more than eight (8) hours per day as long as the weekly total (20 hrs - 40 hrs) is not exceeded. Students who are employed in more than one position are still limited to a total of twenty (20) hours per week. These students are responsible for keeping a record of the hours they work per week at each position. Students may not work both as a part time college employee and as a student worker at the same time.

Students are allowed the following breaks as scheduled:

If the student works four (4) continuous hours = 15 minute break

If the student works five (5) continuous hours = one-half hour unpaid break (lunch/dinner) and a 15 minute break

If the student works eight (8) continuous hours = one-half hour unpaid break (lunch/dinner) and two (2) 15 minute breaks (one morning and one afternoon)

MONITORING STUDENT WORK HOURS

Establish a work schedule for all students each semester, preferably in writing. Be sure the scheduled work hours do not conflict with the student's class schedule. Check students' time sheets to make sure their stated days and hours worked are correct, and do not conflict with the times when a student should have been in class. Also, check daily hours worked to make sure they equal daily and weekly totals.

Monitor Work Study hours worked to ensure they do not exceed the number that appears on their Job Opening Form. Students may not work more than 20 hours per week during the school year (40 in the summer).

Check timesheets for accuracy, sign and submit them to the Payroll Office no later than 10:00am Wednesday of the non-payday week, unless notified otherwise. It will be your responsibility for students not being paid. Remember, your signature on the timesheet certifies that the student actually worked at the times stated. Once you have signed the time sheet, certifying the hours and times worked, **DO NOT** give it back to the student.

Reminders

- Students may not be paid for receiving instruction in a classroom, laboratory, or other academic setting.
- On holidays, when the college's offices are officially closed, students will not be permitted to work on campus.
- Students are not required to work during final exam week.

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TIMESHEETS

Students are paid according to normal JJC pay dates. If a student is employed in more than one position, the

student will receive only one paycheck.

The authorized signature on timesheets and contracts must be the same as the supervisor's name printed on the job description form. If the signatures do not correspond, timesheets will not be processed.

Timesheets must be accurately completed using the student's legal name, signed by the supervisor, and submitted according to the dates on the Student Payroll Time Schedule. This schedule is distributed by the Payroll Office to all supervisors. The person who signs the time sheet is responsible for the accuracy of the information and is certifying that the student actually worked the reported hours. Timesheets must accurately represent the specific days and hours the student worked. Improperly completed timesheets will be returned to the employer for proper completion. Timesheets are available in the Payroll Office or in Public Folders under Student Employment **(Appendix 7)**.

SALARY INFORMATION - As of July 1, 2009

GRADE LEVEL	PAY RANGE	<u>Am. Reads/Counts</u>
1	\$8.00 - \$9.25	Yr. 1 = \$8.75
2	\$8.50 - \$9.25	Yr. 2 = \$9.75
3	\$8.75 - \$9.25	

SALARY INFORMATION - As of July 1, 2010

GRADE LEVEL	PAY RANGE	<u>Am. Reads/Counts</u>
1	\$8.25 - \$9.50	Yr. 1 = \$9.00
2	\$8.75 - \$9.50	Yr. 2 = \$10.00
3	\$9.00 - \$9.50	

Salary Increases

A salary increase is determined by the number of collective hours a student has worked in the same department. For every 250 hours accumulated after July 1st, the student will receive a \$0.25 per hour increase up to the grade level cap effective the following pay period. If you are unsure of the total number of hours a student worker has accumulated, contact Diane Kozielski in Financial Aid.

STUDENT RESPONSIBILITIES

A student employee should consider the job a serious commitment. When hired for positions, students become

a member of a work unit that depends on them. Therefore, the supervisor may reasonably expect the student to do the following:

1. Report to work at the agreed-upon time and ready to work. If you will be late or absent you are required to contact your supervisor in advance.
2. Report to work promptly with professional etiquette. This includes, but is not limited to, proper dress, cleanliness, personal hygiene, manner of speech, and other proper conduct.
3. Attend to assigned duties on the job and not conduct personal business while at work. Cell phones should be off at all times during work hours. In emergencies, individuals outside the college should know how to reach you at your department.
4. Work with a cooperative and positive attitude.
5. Notify the supervisor as soon as possible if work schedule changes are necessary. Projects and exams may occasionally interfere with a work schedule. Students should notify the supervisor when such changes can be predicted.
6. Notify the Financial Aid Office and supervisor of any enrollment (credit) changes during the academic year.
7. Maintain satisfactory academic progress. The student must submit a copy of his/her current grades to the supervisor the first week of each semester. A student on Academic Probation will not be able to hold an on-campus student worker position.
8. Keep an accurate record of hours worked.
9. Work no more than twenty hours per week when classes are in session or forty hours per week when classes are not in session.
10. Submit the completed time sheet to the supervisor **no later than the end of the work day on Tuesday of the non-payday week**. All hours are to represent the actual time worked to the nearest $\frac{1}{4}$ hour. Non-compliance will result in payment being delayed to the next pay period.
11. If employed in more than one (1) position on campus, each supervisor should be notified.
12. Promptly notify the supervisor of any job-related accident and complete all required forms.
13. Report problems in your work environment to your supervisor.
14. You can be given a verbal warning if your work performance is or becomes unsatisfactory. In your verbal warning, your supervisor will specifically tell you which aspects of your work performance are unsatisfactory. Verbal warnings are to be given in a confidential manner, although you and/or your supervisor may wish to have a third party present.

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STUDENT RIGHTS

1. Students have a right to be treated with respect and courtesy by their supervisors, co-workers, and other students while working in departments at JJC.
2. Students have a right to work in more than one department as long as it does not exceed the limits/hours set by the Financial Aid Office, is not during class time, and does not conflict with contracted hours/times of the original hiring department.
3. Students have a right to appeal if personnel issues cannot be resolved between

themselves and their supervisor.

SOLUTIONS PROCEDURES

Should a student have any concerns or experience problems with his job or the workplace, he should bring those concerns or problems to the attention of people who may be able to help. The following steps outline a means students may use in addressing any concerns or problems in the workplace.

1. See the supervisor. The student should feel free to talk with your supervisor in an open and frank manner, offering possible solutions. The supervisor should make every effort to help resolve any problems related to the work. Human Resources can assist the supervisor as needed.
2. If the problem remains unresolved after seeing the immediate supervisor, the student should ask to meet with the supervisor to whom your immediate supervisor reports. This supervisor should gather all the facts and endeavor to help resolve the problem. If the student still feels that a solution has not been reached, he may then make an appointment with the Vice President of Student Development.
3. The Vice President will discuss the situation with the student and gather all others involved to carefully review the facts and circumstance concerning the student's problem.

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EMPLOYEE EVALUATION

A work performance evaluation for all student employees should be conducted at least once each academic year. The Employee Evaluation form (**Appendix 11**) should be completed by the student employee and the student's supervisor after which both should discuss the evaluation results and formulate goals for the future. This process should be used to facilitate interaction between the student and the supervisor. This form is to be used for departmental evaluation and is not to be sent to the Financial Aid Office. Student Evaluation forms are to be kept on file for three years.

CORRECTIVE DISCIPLINE PROCEDURES

There may be times when a student employee is not performing up to the expectations of the supervisor. At

these times it may be necessary for the supervisor to inform the student of any dissatisfaction with work performance.

The first step in this process is the **Verbal Warning** to notify the student of the inappropriate behavior. A description of this warning and the situation that caused it should be placed in the student's employee file kept by the department.

If the situation continues, the second step is to define the problem in writing using the **Corrective Discipline Form**. This form (**Appendix 9**) has been developed to facilitate the procedure of informing the student when work habits must be improved and should be placed in the student's employees file kept by the department. Suggestions for improvement should be detailed in writing, including an expected date of improvement. Both the supervisor and the student must sign this form so there is a mutual understanding of the situation. If the problem continues to be unresolved, it may be necessary to terminate the student employee.

TERMINATION OF EMPLOYMENT

It is not necessary to submit a form for every student at the end of the academic year. Supervisors must complete a Termination of Employment form for any student who terminates their employment prior to the end of their authorized period (i.e. the end of the academic year); otherwise, the ending date on the Referral and Work Contract will be used as the termination date. Reasons for termination may include: resignation, transferred to another department, academic ineligibility, or discharged.

Reasons for **immediate dismissal** may include but not limited to:

- Disclosure of confidential information to unapproved party
- Dishonesty and/or theft
- Physical violence or abusive/obscene language when dealing with the public or other staff members
- Being under the influence of drugs or alcohol while working
- Falsification of timesheets
- Withdrawal from all classes
- Excessive failure to attend classes

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EQUAL OPPORTUNITY AND NON DISCRIMINATION POLICY

Joliet Junior College is committed to a policy of non-discrimination to recruit, hire and promote for all positions without regard to race, color, religion, national origin, ancestry, age, gender, marital status, sexual orientation, disability, unfavorable military discharge, or any other unlawful basis in the recruitment selection, or employment of its employees. All employment decisions are based on the qualifications of each individual. No person shall be denied equal treatment on the basis of race, religion, national origin, ancestry, gender, marital status, sexual orientation, disability, unfavorable military discharge or any other unlawful basis in employment practices and policies.

