

## Student Employee Guide

Revised July 2008

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. 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.

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

### Policies & Procedures

**ENROLLMENT** Students must maintain at least six credit hours per semester to qualify as a student employee. If a student drops below six credit hours, his/her employment will be terminated and the supervisor will be notified.

NOTE: Notify the Financial Aid Office and supervisor of any enrollment (credit) changes during the academic year.

**PAPERWORK** Complete ALL pre-employment paperwork and turn into the Financial Aid Office **BEFORE** you begin working.

**ACADEMIC** Maintain satisfactory academic progress. Students who are on academic probation are not allowed to hold student worker positions. NOTE: The student must submit a copy of his/her current grades to the supervisor the first week of each semester

**SCHEDULING** Meet with your supervisor to determine your work hours, working arrangement, and how training will take place. JJC is under no obligation to continue your employment if you cannot cover the hours you were hired to work.

**AUTHORIZED HOURS** The number of hours worked **MAY NOT EXCEED** 20 hours per week or 40 hours per week when classes are not in session.

You are entitled to a 15 minute paid break for every four consecutive hours worked.

You may not work during holiday periods when the college offices are officially closed.

If you will be late for work, or will be absent from work, you are expected to contact your supervisor in advance.

**TIMESHEETS** 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 ¼ hour. Non-compliance will result in payment being delayed to the next pay period.

**PAYDAY** The Student Payroll Time Schedule is distributed by the Payroll Office to all supervisors. Please check with your supervisor for the dates.

**NEPOTISM** Absolutely no student employee can work in the same department as a relative or other individual living in the household.

**GRADING PROCTORING TESTS** Students **may not grade tests or have access to colleague or any learning management system, such as ANGEL.** Students MAY NOT proctor tests in any situation.

**UNPAID WORK TIME** Students will NOT be paid for time worked during scheduled class time. If a class is cancelled or rescheduled, the student MUST have documentation the class was cancelled to give their work supervisor.

**INJURIES** If a student is injured while working at JJC, it must be reported immediately to the student's supervisor. A written report must be filed and submitted to Human Resources.

**CONFIDENTIALITY** Any and all information you acquire on the job is confidential and must be treated as such. Please refer the Family Educational Rights and Privacy Act that you received with your contract.

**ACCEPTABLE WORK STANDARDS** By accepting employment at JJC, you become a representative of the College and are expected to assume the responsibilities that go with being a student employee. It is important that you be courteous and helpful when working with students, staff, and the public.

Attend to assigned duties on the job and not conduct personal business while at work

Dress standards vary from department to department, dependent upon the work environment. Consult with your supervisor for appropriate dress standard.

**DISCIPLINARY PROCESS** 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.

A **written warning** that will specify which aspects of your work performance have remained unsatisfactory and any new

problems, which have occurred. It will further state the conditions under which your employment may be terminated (immediately if there are future occurrences of a specific problem, or if the work performance does not improve by a certain date). You will be given the chance to make your own written, signed response to the written warning.

Students have a right to **appeal** if personnel issues cannot be resolved between themselves and their supervisor. The student should request 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.

*Under the terms of the Illinois Employment Security Act, students are excluded from Unemployment Compensation Coverage.*