

Terms & Conditions for Student Employment

I understand that as an employee of the Student Employment Office, I represent Riverside Community College District. In such, I also understand that I am expected to act in a professional manner and to serve students and employees to the best of my ability.

- Both the Supervisor and Student accept the following expectations as a guide to behavior in the workplace:
- I agree that students cannot work unsupervised. An area supervisor or RCCD employee must be present at all times.

Student Employee Expectations:

- I will respect the privacy of all students and to maintain the confidentiality of all records.
- I will serve as a model of what a student employee should be and will respect all students, faculty, and employees.
- I will complete all assignments thoroughly and in a timely manner. I will take pride in all work that I do.
- I understand that all computer use must be work related. I will not check personal e-mail accounts, social media accounts, or browse the internet during work hours.
- I will answer telephone calls promptly and courteously.
- I will refrain from eating during work hours unless it is during a scheduled break or lunch.
- I will refrain from studying, completing homework assignments and editing/printing schoolwork during work hours.
- **DRESS CODE:** I will dress in a professional and respectable manner in accordance with the Department/Site Dress Code.
- The supervisor must communicate to the student the regulations and policies regarding dress, work habits, job duties, hours, etc. according to the position in which the student is hired.

Student Employee Responsibilities:

- I will check in with my assigned area supervisor when I arrive each day and again before I leave each day.
- I will work according to my pre-arranged schedule. I will not work outside of the schedule unless prior arrangements have been made. I will work in blocks of time no less than 2 hours, unless prior arrangements have been made.
- I will not ask to leave before the end of my scheduled time unless it is an emergency and arrangements are made prior to leaving.
- I will call in at least 30 minutes before the beginning of my shift should I not be able to report for work due to illness. I will ask for time off at least two working days in advance. I will not assume that my request has been granted.
- Once I have completed all assigned tasks, I will ask for additional assignments. If an additional assignment is not available, I understand that I will be expected to assist in other areas.
- The student is responsible for notifying Admissions & Records and the Student Employment Office of any changes in name, address, and phone number.

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Payroll and Timesheets:

- I am responsible for submitting my timesheet. If I do not submit it on the due date, I understand that I may not be paid for hours earned until the next pay period.
- Sick days must be reported on the timesheet with a completed Sick Leave Absence Affidavit.
- The student and the supervisor must keep track of the student's hours and submit a completed timesheet to the Student Employment Office.
- **Students should NOT be working on a Legal Holiday according to RCCD's Academic Calendar, UNLESS the supervisor has approved working for a special event.** (Holidays are paid at time and one-half which depletes the balance of hours at an accelerated rate. For example: working 4 hours on a holiday translates to 6 hours).
- The student and the supervisor understand the student **cannot exceed 20 hours per week or 8 hours per day**. IF a student works in more than one position on-campus, the combined hours cannot exceed 20 hours per week or 8 hours per day. Doing so may jeopardize their position with Student Employment.

Student Employment Requirements and Dismissal Process:

- All students must maintain half-time enrollment with a minimum of 6.00 units in Fall & Spring and a minimum of 3.00 units in Summer & Winter semesters. **Student Employment is limited to a total of 16 semesters/4 years.**
- All students employed must maintain a cumulative 2.0 G.P.A. or higher to continue working each semester and Federal Work Study (FWS) recipients must also meet Student Financial Services Satisfactory Academic Progress (SAP) requirements. Students not meeting these requirements may be placed on a "Warning Period" or may be dismissed from their position.
- If requirements for the "Warning Period" are not met, the student will be determined ineligible and dismissed from their position. During the ineligible semester, students must enroll in at least 6.00 units and earn a cumulative 2.0 G.P.A. for future employment through the Student Employment program for the Riverside Community College District.
- If the student is dismissed by the supervisor or if the student voluntarily resigns, a **Warning/Dismissal Form** must be signed by and forwarded by the supervisor to the Student Employment Office immediately.
- Prior to dismissal, the student should be granted 2 warnings UNLESS extenuating circumstances apply or funding is exhausted.
- If a student is involuntarily dismissed for an off-campus position, they may not return to another off-campus position.

DISCLAIMER: The student and the supervisor understand that the student **MUST** submit all completed necessary Student Employment hire documents BEFORE a hire date will be issued. All documents need to be completed correctly. FAILURE TO SUBMIT CORRECT AND COMPLETE DOCUMENTS, WILL RESULT IN PROCESSING DELAYS OF THE STUDENT'S HIRE REQUEST.

 **STUDENTS MAY NOT BEGIN WORKING UNTIL A HIRE DATE HAS BEEN ISSUED IN WRITING TO THE SUPERVISOR BY THE STUDENT EMPLOYMENT OFFICE.**