Student Employee Rights and Responsibilities

1. To remain eligible to work on campus as a student employee, students must be enrolled in and complete 6 units in each of the Fall and Spring semesters. International students must be enrolled in and complete 12 units in each of the Fall and Spring semesters.

2. Student employees are prohibited from working overtime from all jobs on campus. Overtime is defined as more than 8 hours in one day, more than 24 hours in one week, or more than 5 consecutive days.

   International students are limited to working 20 hours per week and must be enrolled in a minimum of 12 units.

3. Student employees are responsible for informing each supervisor of their schedule at all other on-campus jobs. Students must comply with student employment hour limitations and overtime policy.

4. Student employees are required to have a declared major and maintain satisfactory progress towards that major. As such, students are required to:
   • Enroll in and complete 6 units in each Fall and Spring semester
   • Must have a cumulative grade point average of 2.0 to be eligible for the Student Employee Program
   • Maintain a term grade point average of 2.0 or better each semester
      o Failure to maintain a term grade point average of 2.0 or better will result in termination from the student employment program.
   • To be reinstated into the student employment program, students must complete 6 units with a cumulative grade point average of 2.0 or better

5. Student employees are prohibited from the following while on duty:
   • Performing certificated and classified level work
   • Working alone with class, alone in division or department office, without immediate access to supervisor, and working from off-campus location with the exception of the America Reads Program
   • Sharing/using other employees’ passwords
   • Having access to faculty records
   • Performing personal services for faculty, staff or manager
   • District work that is not paid through district payroll
   • Being supervised by a family member
   • Grading papers, entering grades, etc.

6. Student employees will perform their duties as outlined by their supervisor.

7. Student employees may not be employed for more than 4 years from when originally hired. Taking a semester off does not constitute a pause or restart of the clock.

8. Student employees may not work holidays or days when campus is closed.

9. Student employees are required to accurately complete an online timesheet and adhere to payroll deadlines. Failure to do so may result in termination from the student employment program.

10. Sierra College is a teaching organization, committed to training all employees to succeed in their position(s). However, it is important to know that student workers are employed “at will” (meaning a student worker may be dismissed for any reason without warning). All employees are protected under both federal and state employment laws, including anti-discrimination and anti-harassment laws and laws governing protected activities such as complaining about illegal activity and/or reporting health/safety violations in the workplace.

I have read and understand my responsibilities as a student employee. Failure to comply with the above responsibilities will result in my termination from the student employment program.

Print Name __________________________________ Signature __________________________ Date ________________

5/11/15