

Student Employee Rights and Responsibilities

1. 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.
2. To remain eligible to work on campus as a student employee, students must be enrolled in and successfully 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.
3. 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 40 hours in one week, or more than 5 consecutive days.

Students are limited to working only 24 hours per week – **no exceptions**.
International students are limited to 20 hours per week – **no exceptions**.

4. 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.
5. 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 *successfully* complete 6 units in each Fall and Spring semester
 - Maintain a 2.0 **cumulative and semester** grade point average.
 - To be reinstated into the student employment program, students must complete 6 units with a **cumulative** grade point average of 2.0 or better.
6. Student employees are prohibited from the following while on duty:
 - Performing certificated level work
 - Working alone in a class, alone in division or department office, without immediate access to supervisor, and working from off-campus location
 - 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
7. Student employees will perform their duties as outlined by their supervisor.
8. 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.
9. Student employees may not work holidays or days when campus is closed.
10. 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.

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