



# MERCY COLLEGE

## STUDENT WORKER PROGRAM HIRING CONTRACT

### GENERAL GUIDELINES

#### GRADE POINT AVERAGE

All on-campus student workers must possess, and maintain, a minimum cumulative GPA of 2.5, 3.0 for Graduate Students, to keep position throughout school year, for off-campus community service through work-study, a student must have and maintain a GPA of 3.0.

#### HOURS

Student workers can work up to a maximum of 20 hours per week during the fall and spring semester. When classes are not in session (summer break, winter holiday break, spring break), student workers may work a maximum of 30 hours per week. Student workers may work a daily maximum of 8 hours per day while classes are in session and during breaks. All students need to be matriculated and registered for the fall and spring semester with at least 6 minimum credit hours.

#### ORIENTATIONS

All student workers must attend a Student Worker Workshop session within 15 days of beginning on-campus employment. Student workers who do not attend his workshop will not be allowed to continue on-campus employment after 30 days.

#### PLACEMENT

Transfers from one department to another during the course of a school year are limited. Transfers are permitted at the beginning of every new school year, which may be requested by the student or supervisor. Transfers mid-school year will be permitted only on special occasions (transfer to another campus) with consultation of the Student Worker Program.

#### VOLUNTARY TERMINATION

Should you decide to leave your student worker position, you are required to give the Student Worker Program a minimum of two weeks notice of your decision. This will allow time to find a replacement worker.

#### WEB-TIME ENTRY/TIMECARDS

All students are responsible for the completion and submission of hours worked daily using web-time entry. Web-Time cards are due by 12:00pm on the Friday after payday. Time cards can be submitted for approval to a supervisor up to four days in advance. Community Service students must submit written signed off copy timecard to verify hours submitted for web-time entry to the Student Worker Program office on the Friday after payday. Web-Time Entry training will be provided as part of the Student Worker Workshops offered.

Any student, who falsifies time submitted for approval, will be subject to immediate termination.

#### EVALUATIONS

All students will be evaluated at the end (summer) of each academic school year. All new student workers begin at a current minimum rate of \$7.25 per hour. Student workers will receive a Performance Evaluation by their supervisor at the completion of the school year and may be considered for a salary increase based on evaluation. Students are limited up to a maximum of \$1.00 per hour salary increase annually, contingent on performance review and the availability of a budget.

#### DISCIPLINARY ACTION/TERMINATION

The Student Worker Program has developed a progressive disciplinary action plan to ensure Mercy College rules and regulations are being followed.

The steps of this progressive disciplinary action plan are as follows:

1-Verbal Warning      2-First Written Warning      3-Second Written Warning      4-Final Warning      5-Termination

**\*\*The disciplinary action process may be accelerated depending on the severity of the infraction. \*\***

Student workers with any disciplinary action in the prior year are not eligible for a rate increase. Student workers who are terminated will be ineligible for on-campus employment until the beginning of the following academic school year, based upon review.



## GROUNDS FOR DISCIPLINARY ACTION

**ALL STUDENTS MUST ABIDE BY MERCY COLLEGE GENERAL STANDARDS OF CONDUCT FOR THE MERCY COLLEGE COMMUNITY, WHICH CAN BE REVIEWED ON THE MERCY COLLEGE STUDENT HANDBOOK.**

### **INAPPROPRIATE BEHAVIOR**

This includes any behavior that may be considered offensive to others. Examples of inappropriate behavior include: using offensive language, inappropriate gestures, yelling, being rude, insubordination, excessive lateness and/or absenteeism, physical or verbal attacks, sexual harassment, breaches of confidentiality.

If you are found guilty in any of the above mentioned actions you will be subject to disciplinary action.

### **EXCESSIVE LATENESS OR ABSENTEEISM**

Any combination of three or more lateness/absences in a 30-day period will be considered excessive and will subject the offender to disciplinary action. Furthermore, a failure to call to report an absence, consistent with the call-in policy established in the department, will automatically result in disciplinary action.

### **VIOLATION OF CONFIDENTIALITY**

As a student worker, you may have access to confidential information including but not limited to: student grades, social security numbers, phone numbers, and addresses. Any tampering with or wrongful use of this information will result in immediate termination and possible prosecution.

### **FAILURE TO CARRY OUT AGREED DUTIES**

Failure to perform work at a satisfactory level will result in disciplinary action.

### **HARASSMENT AND DISCRIMINATION**

Harassment and discrimination of any type will not be tolerated and will result in immediate termination. Please review the respective policies in the Mercy College Student's Handbook.

### **ATTESTATION**

I attest to the fact that I have read and understand the above-mentioned guideline, policies and procedures of my employment as a student worker at Mercy College. Furthermore, I understand that should I have any questions regarding the above-mentioned policies I should consult my supervisor or the Student Worker Program at (914) 674-7513.

I affirm that I will abide by these guidelines and all policies and procedures contained in the Student's Handbook.