



Prescott College

Student Employment Program (SEP) - Appendix II **2021-2022 Student Worker Agreement**

Please initial each statement below, sign the last page, and return to the Career Services office:

- _____ An "applicant" is **not** eligible and may **not** participate in the Prescott College Student Employment Program (SEP) unless they are registered at PrescottCollege for at least **6 credits** throughout the current academic semester.
- _____ Prior to eligibility and participation within the Prescott College SEP, the "applicant" must receive a **Hire Approval Email** from the Student Employment Coordinator (SEC).
- _____ Prior to any "applicant" becoming eligible for participation within the Prescott College SEP, they shall have completed all required paperwork, including the presentation of accepted identification for the purposes of the federally mandated I-9 program. Upon acceptance into the SEP, the "applicant" status becomes that of a "Student Worker."
- _____ Any time a Student Worker is working with children, the Student Worker shall remain within "line of sight" of the Student Worker's Supervisor and/or within "line of sight" of a Staff Member of the organization or school.
- _____ Student Workers are responsible for accurately logging their hours into their electronic time sheet. This shall be completed after each shift. **The Student Worker is responsible for the proper submission of their electronic time sheet by the deadline** for each pay period. Repeated failure to meet this requirement may lead to termination of employment.
- _____ The Student Worker is expected to create a satisfactory work schedule, in coordination with their supervisor. It is the Student Worker's responsibility to abide by and maintain the Student Worker schedule. Student Worker's shall arrive for work, prepared to work, on time and for all hours scheduled.
- _____ As employees of the College, Student Workers must conduct themselves in a professional manner.
- _____ "Confidentiality" is a requirement, for all employees of Prescott College, including Student Workers. The requirement of "Confidentiality" shall be maintained at all times, including but not limited to, College records and/or other information. **Breaches of "Confidentiality", including but not limited to, theft, fraud, unauthorized access, or any other unlawful behavior may result in an automatic termination, without any requirement of a warning.**
- _____ If a Student Worker arrives at work and no duties have been assigned, it is the Students Worker's responsibility to make an immediate inquiry to the Supervisor on duty for a work assignment.
- _____ If a Student Worker has, included but not limited to, issue, problem, concern and/or other matters regarding a Supervisor, initially, the Student Worker should attempt to discuss the issue directly with the Supervisor involved. If this is not practicable or the Student Worker has a previously undisclosed, legitimate basis for not going directly to their Supervisor, it is the Student Worker's responsibility and obligation to immediately contact, to discuss the issue, with the next level Supervisor or the Student Worker may go directly to the Prescott College Human Resource Office (PCHRO).

- _____ When the issue/problem involves the safety, wellbeing and/or conduct/actions of any person or individual and/or when the issue/problem is of a sensitive nature and/or attempts at resolution have failed, the Student Worker may contact the Prescott College Human Resource Office (PCHRO) or the Student Worker can contact the Student Employment Coordinator (SEC) to assist in resolution.
- _____ A Student Worker that is a victim of, witnesses, and/or gains knowledge of the harassment of any person, including but limited to other Student Worker(s), employees of Prescott College, and/or any other person, the Student Worker shall report the allegations of harassment to the Prescott College Human Resource Office (PCHRO) or the Student Employment Coordinator (SEC). The Student Worker will complete the "Harassment Complaint" Form and/or other relevant forms. All forms can be obtained from the Student Worker Employment website under "Forms and Information" or directly from the SEC.
- _____ Student Workers are not entitled to, including but not limited to, Vacation Leave Hours and/or Holiday Time Hours and therefore may not include Hours for Vacation leave and/or Holiday Time Hours with submission of the Student Worker's time sheet.
- _____ Student Workers may be entitled to the accrual of "Sick" leave following 90 days of employment. Please refer to the accrual and procedures for the use of "Sick" leave by a Student Worker. "Notices" with more information are on department bulletin boards or you may contact Human Resources.
- _____ Student Worker's shall take one (1) 15-minute break for every 5 hours of work. Breaks of 30 minutes or longer are unpaid and must be indicated on the time sheet. All breaks should be taken as close to the middle of the scheduled shift as is practicable.
- _____ **Student Workers may not work more than 20 hours per week** in any one job during an enrollment period and may not work more than 25 hours per week in general.
- _____ Student Workers may only work one (1) student employment job at a time, except under certain pre-approved circumstances.

I have read the above "2021-2022 Student Worker Agreement" (Agreement) covering the responsibilities of the Student Worker and I understand that failure to comply with all of the terms contained within this "Agreement" may lead to disqualification from participation, in total and/or in part, in the Prescott College Student Employment Program (SEP).

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| Signature of Student Worker | Print Name of Student Worker | Date |
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For Prescott College "Student Employment Program" (SEP),

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| Rich Ormond Prescott College Career Services "Student Employment Coordinator" (SEC) | Date |
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