

YOUR RIGHTS AS A STUDENT EMPLOYEE

1. **EQUAL EMPLOYMENT OPPORTUNITY** The University and the Student Employment Office (SEO) firmly support the principle of equal employment opportunity and are committed to ensuring fairness in employment free of harassment and discrimination. Equal opportunity for employment advancement and compensation is extended to all persons without regard to race, religion, national origin sex, sexual orientation, marital status, pregnancy, age, or veteran status. The University supports the provisions of the Americans with Disabilities Act, has approved guidelines for student employee jobs classifications, pay and promotions, and has established both a Sexual/Gender Harassment Education program and a committee of Sexual Harassment Complaint Coordinators. If you have concerns or questions about the fairness and/or equal opportunity in your employment situation, your supervisor is available to assist you. If your supervisor is not able to provide the information or assistance you seek, contact the Career Center's Student Employment Administrator.
2. **SAFE AND HEALTHFUL WORK ENVIRONMENT** The University seeks to provide a safe and healthful environment. Your supervisor is responsible for the safety of your work area and will provide training, equipment and information for the prevention of accidents and injuries. In case of an emergency, 911 operators are available to assist you both on and off campus.
3. **WORKER'S COMPENSATION COVERAGE** The University provides Worker's Compensation coverage for medical treatment of work-related accidents and injuries. If you are injured on-the-job, immediately notify your supervisor and comply with the instructions received. If no supervisor is immediately available, follow your work group's established procedures for accident/injury reporting and treatment.
4. **LIMITED COMPETITION FOR JOBS** University Student Employees must have registered for either the current or immediately previous academic quarter (with only one quarter per academic year as non-registered) and they must remain in good academic standing (maintain a GPA of 2.0 or higher). Therefore, residents of the community, students who graduate, students who register for fewer than 3 quarters per academic year and students who allow their GPA to drop below 2.0 CANNOT apply for or continue in student employment jobs.
5. **ACADEMICALLY SUPPORTIVE SCHEDULING** During weeks of scheduled class instruction and final examinations throughout the academic year, University Student Employees are limited to 20 hour work weeks. However, they are allowed to work up to 40 hours per week during breaks and vacations (including one vacation quarter per academic year). Generally, there is no allowance for overtime pay. Therefore student employees can expect to be limited to schedules of eight hours of work or less per day.

YOUR RESPONSIBILITIES AS A STUDENT EMPLOYEE*

1. **ATTENDANCE/ABSENCES** With your supervisor, establish a work schedule which you will be able to honor with punctuality, consistency and responsibility. Consider your class schedule and other activities which will limit your availability to work. If an unplanned absence occurs, notify your supervisor as soon as possible so the responsibilities of your job can be covered.
2. **TIME CARDS/PAY VOUCHERS/PAYROLL** You are responsible for the accuracy of your timecard and payroll information. Do not allow anyone else to complete or sign your pay voucher. Maintain your own record of hours worked and gross earnings. Remember to inform your supervisor of changes in your address and phone number.
3. **SAFE AND HEALTHFUL WORK PRACTICES** You have a personal responsibility for preventing accidents and injuries by learning the safe way to do your job before you start a work assignment. Obey safety rules and regulations. Inspect tools and equipment for safe conditions; report any unsafe conditions or practices to your supervisor as soon as they are discovered; operate only authorized equipment. It is important that all accidents and work-related injuries or illnesses be reported immediately to your supervisor so that prompt and appropriate corrective measures can be taken and medical treatment administered.
4. **HARASSMENT- FREE WORK ENVIRONMENT** As a University student employee, you are expected to support the rights of others to work in an environment free from discriminatory intimidation, insult and ridicule. It is your responsibility to refrain from harassment based on gender, race, color, national origin, sexual orientation, age, religion and disability. If you do experience harassment, report it to the Director of Judicial Affairs.
5. **JOB PERFORMANCE** You are responsible for meeting your supervisor's expectations in performing your job. If you are not certain about what is expected, you must ask for directions and/or clarification from our supervisor or designated work group leader.

*STUDENT EMPLOYEE refers to students hired for either Student Employee or Federal Work Study part-time/temporary job classifications who are on the University, Associated Students Inc., or Foundation Payroll. Such students may work on or off campus, depending on job location.