

GENERAL GUIDELINES

GRADE POINT AVERAGE

All on-campus student workers must possess, and maintain, a minimum cumulative GPA of 2.5 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. Freshman students without a GPA are required to maintain a 2.5 GPA after their first semester.

If a Federal Work study student has fallen below a 2.5 GPA, they will be on probation for the Spring term. Supervisors may reduce the student's work hours to allow more study time. Students are expected to bring their GPA back to a 2.5 to be eligible to apply for Federal Work Study positions the following academic year. If a Federal Work Study student has a GPA below 2.0, they will be asked to leave the program to concentrate on their studies. Limited exceptions may be granted under the approval of the FWS Coordinator.

HOURS

Student workers can work at one position and report to one supervisor for up to a maximum of 17 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 20 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.

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 for a period are due by 12:00pm on the date stated on the payroll schedule. Time cards can be submitted for approval to a supervisor up to four days in advance. Community Service students must submit a written signed off copy timecard to verify hours submitted for web-time entry to the Student Worker Program office. 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 the current NY state minimum wage rate. 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 budget.

GROUNDS FOR DISCIPLINARY ACTION

All students must abide by Mercy College’s general standards of conduct for the Mercy College community, which can be reviewed on the Mercy College student handbook.

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 discipline are as follows:

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

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.

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, and 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) 674-3084.

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

Student Worker Name (Print)

Signature

Date