

## **Policy 1.1 - POLICY on STUDENT EMPLOYMENT**

### **Employment Agreement**

All students employed at Wesley College (“the College”), including Federal Work Study and Graduate Assistants, hereinafter “Student Workers”, must sign a Student Worker Agreement that specifically delineates the contract period, average weekly hours and the hourly rate. Student Workers will not under any circumstances sign a blank Student Employment Agreement. Student Workers must also complete or have on file a valid I-9, W-4 and direct deposit forms, if applicable, before employment can begin.

### **Timesheets**

Student Workers must maintain real time records by recording hours worked on a timesheet. Supervisors will not require nor allow Student Workers to sign blank timesheets. Completed timesheets must be approved by a Supervisor and submitted for processing.

### **Number of Hours**

Student Workers should not work over 20 hours per week in totality for all campus jobs. Supervisors and Student Workers are not permitted to move time worked in a paid status or adjust time worked in a paid status to another payroll period to avoid overtime payments.

### **Rates of Pay**

Student Worker rates of pay should be reasonable and customary to the job s/he is performing. Rates of pay will be approved by the Human Resources office prior to hiring and may be adjusted as necessary due to specific circumstances as necessary from time to time.

### **Uniforms**

Some departments require Student Workers to wear uniforms. Where required, Student Workers are responsible for the maintenance and upkeep of uniforms.

### **Other On-Campus Employment**

Students Workers working on campus are not permitted to work for multiple departments. Exceptions must be approved by the Vice President of Finance or her designee.

### **Termination of Employment**

Terminating the Student Worker Agreement requires ten (10) days advance notice by the Student Worker. Student Workers who terminate their Agreement without providing appropriate notice may not work on campus for at least one semester without written permission. In addition, if a Student Worker is terminated for cause, s/he is no longer permitted to work in any capacity on campus. Cause is defined as “extreme gross misconduct” which is a result of inappropriate actions including but not limited to: stealing, fighting, discrimination, violation of law(s), etc. The Supervisor is responsible for notifying Human Resources when a Student Worker terminates.

### **Evaluations:**

The College and the Student Worker shall work to resolve problems as they arise. The College may provide an evaluation for each Student Worker. The evaluation is to be shared with the Student Worker at the completion of each Agreement.