

Student Employee Rights & Responsibilities

Student employees are responsible for the following:

- Completing all onboarding paperwork with the Office of Student Employment upon hire and prior to working any hours.
- Carrying out the work duties assigned to you at any student employment position. Completing homework, studying or any other non-work or personal activities should be an exception, not the rule while at work.
- Acceptance of any Student Employment position carries responsibilities and commitments as in any other employment situation. It is the student's responsibility to follow policies and procedures established by the department supervisor.
- Report all accidents to the student's immediate supervisor.
- Accurately filling out a timesheet on Self Service and submitting prior to the deadline.
- Ensuring that work does not total over 18 hours per week during academic semesters and 37.5 hours per week during breaks, in all on-campus positions combined.
- Communicating with supervisor, according to their instructions, regarding both planned and unplanned absences from work.
- Following all college and department/office policies while performing work duties.
- Adhering to FERPA confidentiality policies if a job requires accessing confidential information.
- Communicating with supervisor if leaving student work position.

Student employees have the right to:

- Know what is expected of them in their position.
 - Who they report to.
 - What tasks they are expected to perform and how to perform them.
 - If they are not performing tasks adequately.
 - How to improve performance.
 - Procedures that must be followed.
- Ask their supervisor to clarify specific work duties.
- Be paid for hours worked. Per the Fair Labor Standards Act (FLSA), students must be paid for all hours worked if that position has been paid for in the past and/or is currently a paid position for other students, and no hours worked can be claimed as volunteer.
- Resign from a position at any time for any reason. All students are "at-will" employees, which means that both student and employer have the right to terminate or not continue employment at any time. It is courteous to give proper notice of termination to the employer, usually defined as a two weeks' notice. Supervisors must notify Office of Student Employment of a student's intention to leave position to delete their timecard.