



Office of Human Resources

Student Employment Handbook

Welcome and Introduction

We are glad you have chosen to be a student worker at Pitzer College. We hope you will find your work interesting, enjoyable, and rewarding.

Student workers provide a valuable supplement to the college staff. Many departments and offices could not operate as efficiently without the aid of student workers. Your job on campus also provides valuable work experience. Student employment gives you an opportunity to develop the personal and social skills that are sought after by employers.

We hope you will enjoy being a part of the team. We encourage you to work harmoniously, with an attitude of friendliness and cooperation, recognizing the aspirations outlined in the Pitzer College Community Values, in order to accomplish your objectives and the goals of the college.

We value your service to the college.

This is a living document. Pitzer College retains the right to modify, amend, or supplement the information in this handbook. This handbook does not create any implied contract of employment. Your employment is at-will, which means that both you and the College retain the right to end the employment relationship at any time, with or without notice or cause, unless otherwise prohibited by law.

Equal Employment Opportunity & Non Discrimination

Pitzer College is committed to a policy of equal employment opportunities for all applicants and employees. Pitzer College does not unlawfully discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, gender, age, sexual orientation, marital status, pregnancy, disability, medical condition, or veteran status. Pitzer College also makes reasonable accommodations for disabled employees.

Pitzer College prohibits discrimination against, or harassment of, any individual on the basis listed above. It is the responsibility of every manager and employee to conscientiously follow this policy. If you have any questions or experience issues regarding discrimination or harassment you should discuss them with your supervisor or the Director of Human Resources or the Vice President/Dean of Students.

Federal Work Study (FWS)

The Federal Work-Study (FWS) Program is a federally funded financial aid program for students who demonstrate financial need. The purpose of the program is to provide eligible students with part-time employment opportunities. There are a variety of reasons why you may have the desire to work: to help finance your education, cover personal expenses, gain valuable and satisfying work experience and develop time management, research, library, computer, or communication skills.

Accepting a job involves commitment, and students are expected to be reliable and considerate to their employer. Student employees are not permitted to engage in reading, homework, or other personal work during the hours of employment, unless approved by the supervisor. Students are responsible for maintaining their school work and not letting their job interfere with their educational goals. Once a position has been accepted, the student becomes a representative of Pitzer College.

Regular Student Work

Students do not have to qualify for financial aid to work in the regular student work program. Available jobs are posted with the Career Services Center (?). After reading the job listings that are posted, applicants may apply directly to the department in which they wish to work. Forms must be completed with Human Resources before work may begin. It is recommended that students work no more than 20 hours per week.

Timesheets

Hours worked must be recorded accurately, each day, on an individual time sheet provided by your department. Your supervisor will approve and submit your timesheet every other week to Financial Aid or Human Resources, whichever is applicable.

- A. **You must complete all appropriate paperwork before starting your job.**
- B. You must provide **original documents** for employment verification (faxes/ copies are not acceptable).

Pay process and Checks

- A. Students are paid biweekly.
- B. Student checks will be placed in your mailbox.
- C. You will not earn paid time for holidays, vacations, or sick leave.
- D. In the case of lost paychecks, you will have to wait 5 business days in order to have a new one issued.
- E. If you are expecting a paycheck over the winter or summer breaks, please contact the Pitzer Mailroom to make arrangements for their forwarding process.

Timeliness & Attendance

Every task assigned to a student is important to the successful operation of the college. Therefore, you are expected to start your work at the time assigned by your supervisor. Remember, only your scheduled classes and labs should take priority over your work. Therefore, you are expected to start your work assignments as scheduled. Attendance is very important; if you are unable to report for work you must notify your supervisor prior to the start of your shift. Remember, the only valid reasons for missing work are: illness, emergencies, and attendance of scheduled classes and labs. Social activities, trips, and review and/or study for exams do not take priority over your work assignments, unless previously cleared with your supervisor.

Visitors & Cell Phone Use During Working Hours

You must inform your friends and relatives that you cannot have social visitors during the hours you are scheduled to work. Cell phone use should be limited to emergencies only.

Your Use of the Office Telephone

Good telephone manners can give people the feeling that you are interested in assisting them, that you are friendly, helpful, and considerate. The following principles can serve as your guide in using the telephone:

1. Answer the phone promptly and courteously.
2. Identify yourself by name and department.
3. Give an accurate and careful answer.
4. Where appropriate, offer to take a message or have the supervisor return the call.

Traffic on our telephones is especially heavy and lines must be kept open for college business. Therefore, student workers are not to use the telephone for personal business, except in the case of an emergency.

Your Safety & Others

Student workers are asked to cooperate in helping prevent injury to themselves, fellow students, faculty, staff and visitors by reporting the following type of hazards to your supervisor:

1. Slippery floors caused by oil, water or other substances
2. Defective equipment
3. Unlit stairways

Please read the general office safety information sheet in your hiring packet to help you avoid office hazards. Moving and lifting boxes and files should be done with care. Review proper methods for safe lifting with your supervisor. **If you are injured while at work, report details to your supervisor *immediately*.**

Evening Hours: If you find yourself working into the evening hours be aware of your surroundings as you travel back to your residence hall or vehicle. Try to walk in pairs or groups. If you are alone, consider contacting the Student Escort Service or Campus Safety for assistance.

Emergency Procedures

Building occupants shall convene at the designated INITIAL EVACUATION SITE upon an emergency requiring evacuation. Upon the direction of a College staff member, the group shall proceed to the FINAL EVACUATION SITE which is the East Mesa Soccer Field. If the initial site is not adequate as an evacuation site, proceed directly to the East Mesa Soccer Field. Do not leave the sites until directed to do so by a staff member. (If an evacuation site is unavailable during construction periods, alternative locations will be announced.) Periodic drills will be conducted. It is your responsibility to follow instructions as provided at the time of the drill and to cooperate fully with the College's management while conducting these exercises, or in a real emergency situation. Evacuation site locations for Pitzer are:

<u>Building</u>	<u>Initial Site</u>
Holden/Mead/Gold/Grove	East Mesa Parking Lot
Sanborn	Sanborn Parking Lot
McConnell Center	Holden Parking Lot
Broad/Avery/Fletcher/Scott/Bernard	Brandt Field

Your Personal Conduct

As a student worker, you are a part of the college's image. You should always treat fellow students, faculty, staff and visitors in a friendly and respectful manner. While it is not possible to list all forms of behavior that are unacceptable, here are some examples:

- Intentional damage to or theft of property that belongs to the College or to other employees;
- Threats, intimidation, or coercion;
- Use of profanity, distasteful humor, slurs, and other potentially offensive or abusive language.
- Harassment of any kind, including sexual harassment;
- Excessive absenteeism and/or tardiness;
- Falsification of company records, including but not limited to, timecards;
- Dishonesty or fraudulent conduct in any form;
- Possession of weapons and/or weapon paraphernalia in the workplace;
- Insubordination;
- Use of alcohol or illegal drugs during work hours, possession of illegal drugs and/or drug paraphernalia in the workplace, or conducting any College business while under the influence of alcohol or illegal drugs;
- Altercations between employees, students, or guests of Pitzer College.

Discipline for unacceptable conduct will depend upon the circumstances. The College will exercise its discretion in determining a proper response, up to and including the immediate termination of employment without advance notice.

Work Ethics & Confidential Information

You may learn a great deal about other students, parents of students, and college personnel from your work. Such information must be held in strict confidence and not discussed with others unless it is necessary in the official performance of your duties.

Pitzer Community Values

In May 2005, College Council approved *Pitzer Community Values*—a new set of aspirations for all members of our community. These values are not enforceable requirements but rather ideals that promote ethical practices in a diverse community built upon trust. We ask all community members to review and practice these values: **COMMUNITY:** We come together to live and work in a shared learning environment where every member is valued, respected, and entitled to dignity and honor founded upon the following rights and responsibilities: **DIVERSITY:** We learn from the rich and complex histories, view points, and life experiences in our community. We value and celebrate the synergy created by our differences and similarities. **DIALOGUE:** We support the thoughtful exchange of ideas to increase understanding and awareness, and to work across difference without intimidation. We have the right to be heard and the responsibility to listen. Communication, even at its most vigorous, should be respectful and without the intent to harm. **INQUIRY:** We prize the powerful possibilities of learning and the principles reflected in our educational objectives including our dedication to access and justice, civic involvement and environmental sustainability, and our respect for pluralism, freedom of expression, and the sustained effort necessary to achieve academic excellence. **ACTION:** These values are mere words until we practice them. We expect to see them evidenced, hear them named, debate their integrity, and demand change on their behalf. We are committed to the hard work and dedication this will demand.

Your Personal Appearance & Cleanliness

You are expected to present a neat and clean appearance at all times while on duty. Each supervisor has the authority to require his/her workers to present a reasonable personal appearance and personal cleanliness. These rules may vary somewhat from one department to another. Once a supervisor or department establishes reasonable rules they must be applied to all employees in an equitable manner.

Computer and Equipment Use

College-owned computers and equipment are to be used solely for the purpose of conducting the business of the College. Checking personal e-mail during business hours should be avoided. Playing games, doing homework, or other personal use of the college computers during working hours is unacceptable. Browsing inappropriate or explicit material on college computers will not be tolerated. Personal use of the copiers, mailing machines, or other college-owned equipment is unacceptable.

Discharges / Terminations

If a student fails to meet the requirements of his/her position as a student worker, the student's supervisor has the right to terminate the student's employment.