

# Moraine Valley Community College



## **EMPLOYMENT GUIDELINES FOR STUDENTS**

**By: MVCC Job Resource Center, S-202**

**PLEASE NOTE:** Moraine Valley Community College is required to make all open student employee positions available to eligible students but does not guarantee employment. The student(s) must meet the minimum requirements of the open position(s) to be eligible for interviewing. We hope these guidelines prove helpful. Questions? Contact the Job Resource Center at (708) 974-5737.

### **STUDENT GUIDELINES**

#### **STUDENT EMPLOYEE OVERVIEW**

Student employees are MVCC students currently enrolled in credit classes for at least six hours during the fall or spring semesters or at least three hours during the summer term for budgeted student employees and six credit hours for work-study student employees. Student employees are considered non-classified personnel at Moraine Valley Community College.

#### **DEFINITION OF STUDENT EMPLOYEES:**

A student employee is a student enrolled at Moraine Valley Community College at least half-time during the standard academic year (fall/spring) and employed by Moraine Valley Community College, whose primary association with Moraine Valley Community College is for the purpose of obtaining an education. This hourly employment is therefore temporary and secondary to the pursuit of an education. Because a student employee's primary purpose is first as a student, Student Employment is limited to 20 hours per week during the standard academic year (fall/spring). During official Moraine Valley Community College breaks, and the summer a student employee may work up to 40 hours per week.

1. Student employees perform clerical, technical, maintenance-related tasks and tutoring for Moraine Valley students, administrators, faculty and staff.
2. The amount and kind of work may vary for each job.
3. Your skills and interests will largely determine what you will do and are matched with the job needs of the requesting administrator, faculty or staff member.

#### **I. ELIGIBILITY**

To be eligible for student employment at Moraine Valley, you must be:

- Pursuing a college-level degree or certificate program, or a structured program of remedial/developmental education.
- Enrolled at least on a half-time basis (six credit hours during the fall and spring, three credit hours during the summer for budgeted student employees and six credit hours for work-study student employees).
- If you are here on an F-1 visa, you must be able to show valid I-20 and U.S. Social Security card. For more information, please visit the International Student Affairs office, Room S 217.

To maintain eligibility, you must earn credit in at least 50 percent of the credit hours attempted each semester of enrollment. Individual eligibility is not extended beyond 60 consecutive months (5 years) from the first day of student employment.

The Work-Study Program is a federally funded program, which provides jobs on campus for students who have proved eligibility. Student eligibility for Work-Study positions are based on a monetary need factor and determined by the Financial Aid Office.

## II. HOURS OF STUDENT EMPLOYEE POSITIONS

The working hours will be planned around your class schedule and the requirements of the job. Students can work up to 20 hours per week during the fall and spring semesters and up to 40 hours per week during breaks. Students who are eligible for summer student employment may work up to 40 hours per week, only as a budgeted student employee.

## III. APPLICATION & HIRE PROCEDURE

Student employment positions are available for students to view and apply to on [www.collegecentral.com/morainevalley](http://www.collegecentral.com/morainevalley). For step by step directions, please read the Student Employment Application Information Sheet, which can be found on the Job Resource Center's website or Moraine Valley's College Central Network account. If you have any questions, please stop by the JRC, S202, or call (708) 974-5737.

## IV. STUDENT EMPLOYEE INTERVIEW PROCESS

If a supervisor of a particular position you applied for decides to contact you for an interview, here are some tips:

- Be on time. First impressions are important.
- Arrive to the interview alone. Do not bring others with you.
- Present a neat appearance.
- Answer all questions honestly and directly.
- Ask questions about your duties on the job to be sure that you and the job are compatible. For example, you could ask; Exactly what would I be doing? What are my hours? With or for whom would I be working?
- Do not criticize others or talk negatively about your former employer.
- Allow enough time for the interview.
- Thank the interviewer for his/her time.

## V. POST INTERVIEW HIRING

If you are selected for the student employment job, the supervisor will usually notify you. Your supervisor must return your completed application to the Job Resource Center. All Student employees must participate in a **mandatory one-hour student employee orientation workshop** offered by the Job Resource Center. If the supervisor hires you, you must return to the Job Resource Center to sign up for the one-hour paid workshop. Your tax forms and I-9 form will be completed before or during your training session. These forms have to be completed prior to a paycheck being issued. Each week you will keep a record of your hours on a timesheet that your supervisor and administrator will approve and forward the Payroll office so you can be paid. Paydays are alternate Fridays (unless otherwise noted).

*\*If the department requires a background check to be completed for employment, the student employee should contact Human Resources to fill out the necessary paperwork. Only after the background check results have been provided to the supervisor, can the student employee begin work. Furthermore, the Job Resource Center should be informed of the background check and a copy of the results provided.*

## VI. STARTING WORK

By the first week of each semester or within 3 days of accepting a position, whichever is later, a student employee should meet with his/her supervisor to finalize the work schedule. The student employee should then arrive for work at the designated place of employment as scheduled, appropriately dressed and ready to work. The student should comply with any rules specific to the department in which he/she works including refraining from computer games, personal phone calls, and visits from friends while on the job. If the student cannot work at the scheduled time, he/she must contact his/her supervisor prior to that time.

## VII. UNDERSTANDING WORK-STUDY STUDENT EMPLOYMENT

Work-study student employees must meet the same eligibility as budgeted student employees with a few additions. Please see the following:

1. Student must be enrolled at least half-time at MVCC- (Fall, Spring, Summer semesters, 6 credit hours).
2. Work-study student employees can only work during the duration of the length of their course. Work-study student employees are not allowed to work when classes are not in session, including Winter Break and Spring Break.

For example, Spring 2012:

**First eight-week session**                      **Start Date: January 17, 2012**                      **End Date: March 16, 2012**

**Second eight-week session**                      **Start Date: March 19, 2012**                      **End Date: May 18, 2012**

Summer 2012

**Three-week session**                      **Start Date: May 21, 2012**                      **End Date: June 10, 2012**

**First Four-week session**                      **Start Date: June 11, 2012**                      **End Date: July 8, 2012**

**Eight-week session**                      **Start Date: June 11, 2012**                      **End Date: July 8, 2012**

**Second four-week session**                      **Start Date: July 9, 2012**                      **End Date: August 3, 2012**

It is the responsibility of your supervisor to monitor your start and end date.

## VIII. GETTING PAID

The student employee should track hours worked and remaining to be worked on weekly basis and may not, without prior approval from supervisor, work more than the hours allotted per week. Timesheets are approved, signed, and submitted by the student employee's supervisor. Falsification of time entered on your timesheet may result in immediate termination from employment.

Student employees are currently paid \$8.00 per hour.

***Student employee positions are hourly, temporary and are not benefit eligible.***

## IX. RESPONSIBILITY OF FEDERAL WORK STUDY AND BUDGETED STUDENT EMPLOYEES

1. All Student employees must participate in a student employee orientation session offered by the Job Resource Center.
2. Student employees should show up for work, on time, when scheduled.
3. Student employees should notify their supervisor ahead of time if they are not able to work or will be late for work.

4. Student employees should be well-groomed and dressed in a manner appropriate for their work environment. Shirts must cover the midriff and upper chest area. Pants and skirts must not reveal under garments. Spaghetti strap tank-tops, beach attire, along with shirts with logos that promote profanity or extreme violence, alcohol, illegal drugs and tobacco are not appropriate. Jeans should not be torn. (The wearing of jeans is left to the discretion of the department). Uniforms and appropriate footwear are at the discretion of the supervisor and/or the department. (Please keep safety in mind).

*\*All student employees must wear their student employment IDs during all work shifts.*

5. Student employees should perform tasks as assigned. Conscientious work behavior includes no personal telephone calls or texting, no homework unless permitted by supervisor and no visiting with friends. Cell phones must be turned off during work hours. No surfing the internet unless otherwise directed by supervisor.
6. Student employees should ask questions if they are unsure about work assignments. They can also ask for more responsibility if they are confident they can handle it.
7. Student employees must complete time sheets for each payroll period, per their supervisor's instructions.
8. Student employees will participate in performance evaluations conducted by supervisors each semester.
9. If a student employee wants to voluntarily resign, he/she should submit a written letter of resignation to his/her supervisor.

## **X. JOB EXPECTATIONS**

- Be dependable and come to work on time.
- Be sure to notify your supervisor ahead of time if you are not able to work or will be late.
- Present a neat appearance.
- Be conscientious on the job; no homework unless permitted, and no visiting with friends.
- Keep work area clean.
- Maintain confidentiality
- Ask questions if you are unsure about something.
- Remember, you will be evaluated on your work attitude and job performance from the first day of your student employment.

## **XI. RETAINING YOUR STUDENT EMPLOYMENT POSITION**

1. *Ask Questions:* If you do not understand a task your supervisor has given to you, take the initiative and ask questions for clarification.
2. *Uphold policies and procedures:* Policies and procedures vary by department. Make sure you are knowledgeable about your department's rules. For example, the computer is property of Moraine Valley and any downloading or usage of the computer without your supervisor's approval is not allowed.
3. *Call:* Your supervisor and department depend on your working when you are scheduled. Although we do not recommend you be tardy, contact your supervisor if you are running late or cannot come into work.
4. *Work/school balance:* Finding a balance with your student employment and school work can be a challenge for some. Organize your days and weeks with a calendar. Utilize your class syllabi to know when important school papers and projects are due. Planning ahead will insure enough time to complete your class assignments successfully without interfering with your work scheduled.
5. *Use time wisely:* Having friends hang around your workstation will soon have a poor effect on your work performance. Texting and checking Facebook or any other social networking site is not allowed. Socialize on your own time before or after work.

## **XII. PROBLEMS ON THE JOB**

Any job related disputes should be handled through the student's supervisor. If that does not resolve the issue, the student and/or Supervisor should promptly contact the Job Resource Center to explain the circumstances. Violations of these guidelines and other policies, including Code of Student Conduct, may result in disciplinary action up to and including termination of employment.

## **XIII. TRANSFERRING POSITIONS**

In order to transfer to a new work area, you must meet the qualifications for the job in that area. Notify your current supervisor of your intention to transfer to a new job within a time agreeable to both you and your present supervisor. **Notify the Job Resource Center immediately.**

## **XIV. STUDENT BREAKS AND LUNCH HOUR POLICY**

Student employees who work a shift of four consecutive hours are permitted one, 15-minute, paid rest period during that shift. Rest periods are not to be taken at the beginning or end of a shift and are not cumulative.

Student employees who work an eight-hour day are entitled to one half-hour unpaid lunch break. In order to earn their full eight hours pay, they will leave work eight-and-a-half hours after they arrived.

## **XV. STUDENT CONFIDENTIALITY**

It is the policy of Moraine Valley that no information, as it relates to students and their records, will be released without the written consent of the student.

## **XVI. NEPOTISM POLICY**

It is the policy of the college to prohibit the hiring of any applicant who would be supervised by a member of the applicant's immediate family or who would supervise a member of the applicant's immediate family. Additionally, related employees shall not be employed in the same department.

Immediate family shall include spouse, child, father, father-in-law, mother, mother-in-law, foster parents, stepparents, stepchildren, grandparents, grandchildren, sister, brother, sister-in-law, brother-in-law, son-in-law, daughter-in-law, domestic partner or any other person who occupies such position in the family or a person living in the same household.

If a student employee becomes a member of another employee's immediate family during the course of their employment at the college, the college reserves the right to review the situation on a case-by-case basis and make job reassignments as practical.

## **XVII. NONDISCRIMINATION**

It is the policy of Moraine Valley Community College not to discriminate on the basis of sex, race, age, religion, national or ethnic origin, or disability in its educational programs, activities of employment practices. Any questions relate to their position should be related to your supervisor, the JRC and HR.

### **Board Policy #7242**

Moraine Valley Community College is committed to a policy of according no preference to persons on the basis of race, color, age, sex, creed, ethnic origin and/or disability. This commitment applies in all areas to students and college personnel as well as to relevant aspects concerning the choice of contractors and suppliers of goods and services and to the use of college facilities.

More specifically, in its employment practices, Moraine Valley Community College continually seeks to employ and promote the best-qualified individuals while endorsing the principles of Affirmative Action, including all federal and state laws regarding equal employment opportunity.

## **XVIII. GRIEVANCE PROCEDURE**

If a student feels that a violation, misinterpretation or inequitable application of the student employee policies has occurred, he or she should follow the student grievance policy as outlined in the current Moraine Valley catalog regarding Student Rights and Responsibilities.

## **XIX. EQUAL EMPLOYMENT OPPORTUNITY**

Board Policy #7242 Moraine Valley Community College is committed to a policy of according no preference to persons on the basis of race, color, age, sex, creed, ethnic origin and/or disability. This commitment applies in all areas to students and college personnel as well as to relevant aspects concerning the choice of contractors and suppliers of goods and services and to the use of college facilities.

More specifically, in its employment practices, Moraine Valley Community College continually seeks to employ and promote the best-qualified individuals while endorsing the principles of Affirmative Action, including all federal and state laws regarding equal employment opportunity.

Title IX of the Education Amendments of 1972 prohibits MORAIN VALLEY COMMUNITY COLLEGE from discriminating on the basis of sex in any educational program or activity it operates. MORAIN VALLEY COMMUNITY COLLEGE does not discriminate on the basis of sex in admissions, employment, or in the operation of any educational program or activity.

Any inquires concerning the college's obligation under Title IX should be directed to the college's Title IX compliance officer.

Sections 503 and 504 of the Rehabilitation Act of 1973, and Title II and III of the Americans with Disabilities Act, prohibit discrimination on the basis of disability. MORAIN VALLEY COMMUNITY COLLEGE does not discriminate on the basis of disability in recruitment and employment of faculty and staff, and the operation of any of its programs as specified for federal laws and regulations.

## **XX. AMERICANS WITH DISABILITIES ACT**

Board Policy #7290

The federal Americans with Disabilities Act (ADA) prohibit a local government from discriminating against a qualified individual with a disability in its services, programs and activities. However, if any person believes he or she has been denied access to a college service, program or activity because of his or her disability, the person may file a written complaint with the Vice President of Administration Services and College Facilities within thirty (30) days of the alleged violation of the ADA. Complaints should set forth the date(s) the alleged violation of the ADA occurred, the name of the person or department involved in the alleged violation, the service, activity or program that is the basis of the complaint and all facts and circumstances surrounding the alleged violation of the ADA. Complaints should be directed to:

Andrew Duren  
Vice President, Administration Services and College Facilities  
Moraine Valley Community College  
9000 W. College Pkwy  
Palos Hills, IL 60465  
708/974-5203

The Vice President shall investigate the matter and respond to the complaint within thirty (30) days of receipt of the complaint. The Vice President shall make every attempt to provide a prompt and equitable resolution of the complaint.

## **XXI. HARASSMENT PROHIBITION**

Board Policy #7242.2

Harassment directed at a particular individual or group because of race, color, religion, national origin or age is contrary to basic standards of conduct between individuals and is prohibited by Equal Employment Opportunity Commission regulations. Therefore, it constitutes a violation of college policy for any employee/student to engage in any of the acts of behavior defined as harassment. The college will take corrective action where a student employee is determined to have violated this policy. Such action will include a range of disciplinary measures, up to and including discharge.

### Definition of Harassment

Physical or verbal behavior that contributes to a hostile, offensive or intimidating environment when such behavior is directed at a particular individual or group because of race, color, religion, national origin or age. Examples of behaviors that constitute harassment might include:

- a) Verbal behavior – suggestive comments about a person’s religious or ethnic activities; “humor” or “jokes” about a protected group; direct or indirect threats linked to an individual’s membership in a protected group.
- b) non-verbal behavior – suggestive or insulting sounds; threatening gestures
- c) physical behavior – touching, pinching, battery

## **XXII. SEXUAL HARASSMENT PROHIBITION**

Board Policy #7242.1

Sexual harassment is contrary to basic standards of conduct between individuals and is prohibited by Equal Employment Opportunity Commission regulations. Therefore, it constitutes a violation of college policy for any employee/student to engage in any of the acts of behavior defined as sexual harassment. The college will take corrective action where a student employee is determined to have violated this policy. Such action will include a range of disciplinary measures, up to and including discharge.

### Definition of Sexual Harassment

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when such conduct is made explicitly or implicitly a term or condition of employment; is used as a basis for employment decision; or has the purpose or effect of interfering with work performance or creating an otherwise offensive working environment.

### Prohibited Conduct

Sexual harassment includes conduct directed by men towards women, conduct directed by women towards men, conduct directed by women towards women, and conduct directed by men towards men. Sexual harassment consists of, but is not limited to, the following examples:

- a. Verbal behavior: unwelcome sexual innuendos, negative or offensive comments, unwelcome jokes, kidding or suggestions about another employees’ gender or sexuality, threats related to sexual conduct, repeated unwelcome requests for dates, statements about other employees of a sexual nature, obscene or lewd sexual comments; using slang names or labels that can be considered derogator or too familiar, such as ‘honey,’ “sweetie,” “dear,” “darling,” “boy,” “girl” or other terms people may find offensive; talking about or calling attention to an employee’s body or characteristics in a sexually negative way.
- b. Non-verbal Behavior: sexually suggestive or insulting sounds (whistling, catcalls, smacking or kissing noises), leering, or obscene or sexually suggestive bodily gestures
- c. Physical behavior; touching, unwelcome physical contact such as pats, squeezes, hugs, kissing, pinching, purposely brushing up against another person's body or actual sexual assault or abuse;
- d. Other behavior that can constitute sexual harassment includes laughing at, ignoring or not taking seriously an employee who experiences sexual harassment; blaming the victim of sexual harassment for causing the problems; continuing the offensive behavior after a co-worker has expressed objection to the behavior; retaliating against an employee who rejects sexual advances by denying

promotions or other job-related benefits; gossiping about or ridiculing a victim or alleged harasser with respect to the alleged harassment; demanding or requesting sexual favors tied to promises of better treatment or threats concerning employment; discriminating against an employee for refusing to "give in" to demands or requests for sexual favors; or rewarding or granting favors to one who submits to demands or requests for sexual favors.

Each employee has the responsibility to refrain from sexual harassment in the workplace. An individual employee who sexually harasses a fellow worker is liable for his/her own individual conduct. No employee shall directly or indirectly:

- (a) Threaten or insinuate that another employee's refusal to submit to sexual advance will adversely affect that employee's relationship with the college, work status, title, evaluation, wages, advancement, assigned duties, significant change in benefits, or any other condition or employment;
- (b) Promise, imply or grant preferential treatment in connection with another employee engaging in sexual conduct; or
- (c) Abuse the dignity of another employee through insulting or degrading sexual remarks or conduct.

#### Resolution of Both Harassment and Sexual Harassment Complaints

Any student employee who has reason to believe that they have been subjected to harassment/sexual harassment should contact the Vice President of Administrative Services & College Facilities or the Director of Human Resources as soon as possible so that appropriate action may be taken. A written complaint procedure, available from either the Job Resource Center (S202) or Human Resources (L167), may be used as an alternate channel.

### **XXIII. CODE OF STUDENT CONDUCT**

The Moraine Valley Community College mission is to educate the whole person according to a philosophy which values the physical, social, intellectual, emotional, and ethical dimensions, and recognizes our responsibilities to one another and to the world we share. Consistent with this mission is an expectation that students will govern themselves in terms of appropriate behavior with emphasis on self-respect and respect for others. The college recognizes a student's right within the institution to freedom of speech, inquiry and assembly; to the peaceful pursuit of an education; and to the reasonable use of services and facilities of the college. The **Code of Student Conduct** has been established to control action going beyond the exercise of such rights, to maintain order on campus and to guarantee the broadest range of freedom for all who come to learn at Moraine Valley.

This code reasonably limits some activities and prohibits certain behavior, which could interfere with the orderly operation of the college and the pursuit of its goals. Each student is responsible for knowledge of and compliance with this **Code of Student Conduct**, which is available through the Student Life Office, from the assistant dean of the Office of Code of Conduct (U115), from the Vice President of Student Development (D201), or from the Moraine Valley Community College Police Department (Building P). The college further recognizes each student's right to procedural due process, including notice, a speedy and fair hearing, and appeal. Any student cited for violation of the **Code of Student Conduct** will:

1. Receive notice of the alleged violation. The notice will include: a) specific code violations; and b) reference to the process and rights of students as indicated in the **Code of Student Conduct**.
2. Have a hearing conducted by the judicial body and/or the judicial advisor.
3. If necessary, appeal the decision to the Appeals Committee.

Students wishing to discuss the alleged violation before the hearing occurs should contact the Assistant Dean of the Office of Code of Conduct.

*Adopted: January 1, 1994*

*Revised: August 2006*

A fully detailed report of the Code of Student Conduct can be found at [www.morainevalley.edu/studentlife/judicial/code.html](http://www.morainevalley.edu/studentlife/judicial/code.html).