

		NUMBER 1
MANUAL  Student Employment Office Career Services	SECTION  Employer's Responsibilities to Student Employees	PAGE  1 / 2
SUBJECT  <b>General Guidelines</b>		REVISED

1. The employing department shall employ students only in addition to its regular staff and not to displace a Civil Service employee.
  
2. No student can be denied work or be subjected to different treatment on the grounds of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran.
  
3. The employing department should submit any request for a pay rate change (other than annual based upon anniversary date of last increase), reclassification request, or superior performance increase request to Student Employment before promising the student the increase. By submitting the request to Student Employment first, it allows for any adjustment before the fact and helps the employing department maintain its credibility with the student worker(s).
  
4. The employing department must provide the student with a job description outlining the student's duties and responsibilities. The department should inform the student of its expectations as far as the student's work performance and explain to the student all pertinent rules and/or requirements of the department (break period rules, calling when not able to report to work, notification of award change (in case of Federal Work-Study), receipt of Federal Work-Study or other Campus-based Aid by Regular Student Employees (RSE), notification of drop in classes, etc.).

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SUBJECT  <b>General Guidelines</b>		REVISED

5. Three months after a student is hired, Student Employment will send an evaluation to be filled out by the Student Employment Representative. The representative should discuss the evaluation with the student, have the student sign it and send it back to the Student Employment Office. It will be included in the student's file. Student Employment Representatives, before deciding on a new student employee, can request a copy of that student's evaluation if that student has worked or is currently working on campus.
  
6. When a department feels it is necessary to terminate a student employee's contract, the department should have documentation in the student's file indicating the reason(s) for the firing. The department should forward a copy of the documentation to the Student Employment Office. A student employee whose employment related complaint cannot be resolved within the employing unit, may contact the Office of Access & Equity for assistance.
  
7. The department should establish reasonable rest period and lunch rules for student employees which are consistent with the rules for regular civil service employees (see Rule 4.04, Policy and Rules Nonacademic).