



## STUDENT EMPLOYEE EXPECTATIONS AT RCC

**Welcome!** Congratulations on your new position as a Student Employee at Rogue Community College (RCC)! As part of the RCC team, you have both rights and responsibilities that will help you grow professionally while supporting the college's mission. This guide outlines what is expected of you and what you can expect in return.

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### Key Roles Defined

- **Student Supervisor** – Typically a Dean or Director – Authority to hire, fire and evaluate performance.
- **Student Coordinator** – Typically a Faculty or Classified Staff member – Recommends for hire, provides daily oversight including work schedule, performance feedback, coaching/guidance & timecard approval.

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### Your Rights as a Student Employee

- As an RCC Student Employee, you have the right to:
- Be treated fairly and equitably.
- Receive a work schedule and clear expectations for your position.
- Receive feedback about your performance each term.
- Learn new skills, ask questions and build connections within the RCC community.
- Build your resume and prepare for future employment.
- Appeal your Student Employment eligibility if your cumulative GPA falls below the required minimum (see Eligibility & Conditions).

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### Eligibility & Conditions of Employment

- To maintain your Student Employment status, you must:
- Be enrolled in at least **6 credits per term** (except for summer – see below).
- Maintain a minimum cumulative GPA of:
  - 2.0 for Level 1 positions
  - 3.0 for Level 2 positions
- Register for the next term **no later than noon on the last day of the current term** (waitlisted classes do not count).

**Summer Exception:** You may be enrolled in 0–5 credits during summer **only if** you are registered for at least 6 credits in the upcoming fall term.

**Appeals:** If you fall below GPA requirements, meet with your Coordinator and Supervisor to submit an appeal to Student Employment.

### Work Hours:

- Up to **20 hours/week** during the term.
- Up to **40 hours/week** during breaks (if enrolled in the upcoming term and your department approves).

*Continued employment is approved on a term-by-term basis.*

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## Professionalism & Work Ethic

### Attendance

- Show up on time and communicate promptly about absences.
- Notify your Coordinator in advance for planned time off; emergencies should be reported ASAP.
- Maintain your timecard daily.
- Make-up time for excused absences is at the discretion of your Coordinator.

### Attitude & Conduct

- Be professional, respectful, and ready to work.
- Accept constructive feedback positively.
- Follow RCC and departmental policies.
- Build good working relationships with your team.
- Remember: your behavior reflects on you, your department and RCC.

### Competency

- Perform tasks to the best of your ability.
- Ask questions when instructions are unclear.
- Communicate before leaving for the day.
- Request help if you're struggling with a task.

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### Dress Code

Dress appropriately for your department's setting and safety requirements. Business casual is often preferred in student-facing roles.

#### Acceptable attire includes:

- Shirts: collared, button-ups, polos, blouses, RCC logo shirts
- Pants: dress pants, slacks, or jeans without rips or large embellishments
- Layered tank tops (with blazers, cardigans, etc.)

#### Not permitted:

- Strapless, backless, crop-tops or low-cut tops
- Clothing that compromises safety (e.g., open-toed shoes in an industrial setting, flip-flops, slippers, oversized items that can get caught in machinery)

Check with your Coordinator if you are unsure.

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## Workplace Logistics

### Timecards & Pay

- Use ADP Workforce Now to track time.
- Register with ADP before using the system
- Timecards should be updated daily.
- Pay periods: 21st of one month to the 20th of the next.
  - **Tip:** Check the payroll due dates calendar. There may be pay periods where you must project future work hours on your timecard.
- Payday: typically, the last business day of the month.
- Setup direct deposit directly in ADP.

- Make address changes directly in ADP.
- Contact [Payroll@rogucecc.edu](mailto:Payroll@rogucecc.edu) with any paycheck-related questions.

## Breaks

Depending on your schedule, you may or may not qualify for these breaks:

- **Rest Breaks** (paid): 10–15-minute break for every 4 hours – not recorded on your timecard.
- **Meal Breaks** (unpaid): 30-minute meal break for every shift that is 6 hours or longer – **must be recorded on your timecard** and should be taken near the middle of your shift.
- Breaks must be taken; they may not be skipped to “deduct” the time from the end of your shift to leave early.
- Check with your Coordinator or Supervisor about the frequency and length of breaks applicable to your schedule.

## Food

- Avoid eating near computers or workstations unless permitted.
- Follow your department’s specific policy.

## Personal Business

- Avoid extended personal calls, conducting personal business (e.g., paying bills), or receiving personal visitors at the workplace during work hours.

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## Confidentiality, Safety & Conduct

- Never release or share confidential information about other students to anyone, as unauthorized release of confidential information is a violation of the Family Educational Rights and Privacy Act (FERPA); such information includes:
  - Student records (grades), financial information, disciplinary information, social security numbers, address and phone numbers, or other personal information.
- Do not discuss internal department matters outside of work.
- Never remove files or materials from the office.
- Report any workplace injury or safety hazard immediately to your Coordinator or Supervisor.
- Breaches of confidentiality or acts of dishonesty may result in immediate dismissal.

## Customer Service

- Be kind, attentive, and professional with students, staff, and visitors.
- Smile, listen actively, and ask clarifying questions.
- Seek help from your Coordinator if unsure how to assist someone.

## Equipment & Technology

- Only use RCC equipment, supplies, materials, network and email for official college business.
- Do not share your login credentials.
- Never forward work emails to personal accounts.
- Use department tools only after receiving proper instructions, always keeping SAFETY in mind.

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## Public Representation & Safety

### Public Relations

- You represent RCC—be professional, courteous, and clear in all communication, including online when identifying yourself with RCC.

### Drug-free Environment and Prevention Program (AP 3550)

- RCC prohibits working under the influence of drugs, alcohol, or impairing substances.
- Inform your supervisor if prescribed medications may affect your performance.
- Violations may lead to termination.

### Smoking & Tobacco (AP 3570)

- No tobacco use on campus by individuals under 21.
- Only allowed in designated areas.

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## Getting Support or Resolving Issues

If you experience workplace conflict, feel uncomfortable, or have concerns about your performance, duties, or environment:

- Speak first with your Coordinator.
- If the matter isn't resolved, contact your Supervisor or Student Employment Services.
- For serious concerns, reach out directly to Human Resources.

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## Resigning Your Position

- If you plan to leave your role:
- Give at least **2 weeks' notice**.
- Submit a resignation letter with:
  - Your intent to resign
  - Position title
  - Last working day
  - Gratitude to your employer
- Before your last day:
- Update your timecard and notify your Coordinator that hours are submitted.
- Ensure your contact info is correct in ADP.
- Consider whether your supervisor can serve as a reference.
- Update your resume! Student Employment Services can help.
- **Final paychecks** are issued according to applicable wage and hour laws and are likely not issued immediately. A final pay deposit with the regular payroll cycle. Contact Payroll to confirm how you will receive your final check.