



Student Employment Services provides resources to assist students in creating resumes and cover letters, preparing for job interviews and professionally representing themselves on LinkedIn. We also help students search for on-campus jobs and other part-time and full-time employment opportunities.

EXPECTATIONS FOR RCC STUDENT EMPLOYEES

Congratulations on being hired as a Student Employee at Rogue Community College! By accepting this position, you have assumed certain rights and responsibilities for which you will be held accountable. To have a clear understanding of what is expected of you, the following expectations are outlined below.

Student Supervisor = Dean or Director	Student Coordinator = Faculty or Classified Staff
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As a Student Employee, you have the **RIGHT** to and can expect to:

- 1) Be treated fairly and equitably.
- 2) Receive your work schedule and expectations of the position.
- 3) Be informed of your work performance each term.
- 4) Learn new skills, ask questions, and network within the RCC community.
- 5) Build your resume for future employment opportunities.
- 6) Have a chance to appeal Student Employment eligibility;
 - a) If your cumulative GPA (cGPA) drops below the minimum requirement
 - b) If your credit enrollment falls below 6 credits during the term (exceptions summer term)

As a Student Employee, your **RESPONSIBILITIES** are to:

Attendance

1. Report to work on time, and notify your Student Coordinator ASAP if you must miss work.
2. Request permission from your Student Coordinator in advance to schedule time off.
3. Contact your Student Coordinator as soon as possible in case of emergent time off.
4. Always maintain your timecard on a daily basis.
5. Make-up time for excused absences is at the discretion of your Student Coordinator.

Attitude

1. Be ready to work diligently; your Student Coordinator counts on you for this.
2. Act in a professional manner concerning all aspects of your work.
3. Show respect to everyone, exhibiting honesty, integrity, accountability, and positivity.
4. Respond positively to constructive feedback; your Coordinator wants you to succeed!
5. Establish good working relationships with other student employees and your work team.
6. Always follow RCC and departmental policies and procedures.
7. Remember that your behavior on the job reflects on you, your department, and RCC.

Appearance/Dress

- 1) Dress appropriately for your position considering the work setting and safety.
- 2) Many student facing college departments encourage business casual for work-appropriate attire.
- 3) Business casual does not mean formal interview attire but should include clean and semi-professional clothing. Business casual attire includes:
 - a) Shirts that are collared, button-ups, polos, blouses, and RCC logo shirts
 - b) Dress pants, slacks, or jeans without rips, tears, holes, or large embellishments
 - c) Tank-tops are okay to pair with a blazer, jacket, cardigan, or sweater
 - d) No strapless, backless, low-cut or crop-tops
 - e) Avoid clothing that can compromise safety (e.g., open-toed shoes in an industrial setting, flip-flops or slippers which can be unstable, oversized clothing that can get caught in machinery)
- 4) If you have questions, speak with your Coordinator and supervisor about what attire is expected in the department setting.
- 5) Represent your employing department and RCC favorably while at work.

Competency

- 1) Always perform your assigned duties to the best of your ability.
- 2) Ask for clarification if you have unclear instructions; this shows initiative!
- 3) Communicate with your Student Coordinator before leaving for the day.
 - a) Let your coordinator know if you are unable to complete a task or if you need additional training to complete a task; they are there to help you.

Conditions of Employment

- 1) You must be enrolled in at least 6 credits, maintaining a cumulative GPA of:
 - a) 2.0 for level 1 positions
 - b) 3.0 for level 2 positions
- 2) You must register **no later than noon** on the **last day of the current term** for the upcoming term, continued employment is approved on a term-by-term basis. (Waitlisted courses do not count toward your enrollment).
- 3) Enrollment exceptions:
 - a) For summer term Student Employment eligibility, you may be enrolled in less than 6 credits (i.e., 0-5 credits) **only if you're enrolled in at least 6 credits for the following fall term.**
- 4) You must meet with your Coordinator and Supervisor to submit an appeal to Student Employment if:
 - a) Your cumulative GPA (cGPA) drops below the minimum requirement for your position level
 - b) Your credit enrollment falls below 6 credits during the term (exceptions summer term)
- 5) You may work up to 20 hours a week during the term.
- 6) You may work during the breaks between terms (up to 40 hours a week) if you are enrolled in the following term. Your department must have the budget and approve your work schedule to work during the break between terms.

Confidentiality

- 1) 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:
 - a) student records (grades), financial information, disciplinary information, social security numbers, address and phone numbers, or other personal information.
- 2) Never discuss your department issues with anyone outside your department.
- 3) Never remove files or other materials from the workplace; respect the records as if they contained your own personal information.
- 4) Know that a breach of confidentiality or acts of dishonesty may be cause for immediate dismissal.

Customer Service

- 1) **BE KIND!** Who knows what kind of day the person whom you are helping has had?
- 2) Be courteous and smile to anyone internal or external to RCC who approaches; students, faculty, staff, customers, etc. should never feel like you are too busy to assist them.
- 3) Listen actively to any new or current RCC students who need your help, asking follow-up questions to clearly identify what the student needs.
- 4) Know that your Student Coordinator is available if you need help in a difficult situation.

Equipment/Supplies

- 1) Log into your student employee e-mail; ask if you need assistance!
 - a) Note: you cannot forward your work email to a personal email account.
- 2) Never share log-in information with anyone.
- 3) Use RCC equipment and supplies only for official college business.
- 4) Use department equipment only after receiving instructions, always keeping **SAFETY** in mind.
- 5) Never misuse equipment, supplies, or your access to the RCC Network or employee e-mail.

Smoking

- 1) Smoking is only allowed in designated areas on all campuses.

Work Ethic

- 1) Report for work **on time** for the day/schedule that you agreed to work.
- 2) Strive to be productive, not idle, while working your shifts.
- 3) Always be willing to strengthen your work ethic to contribute more to your team.

Additionally, be aware of Student Employment policies in the following areas:

Breaks

- 1) Depending on your schedule, you may or may not qualify for these breaks:
 - a) **Rest Periods:** For every scheduled 4 hours of work (or the major portion of 2.1-4 hours), you must take a 15-minute break; this is a paid break and does not need to be recorded on your timecard.
 - b) **Meal Periods (Lunch):** For every scheduled 6 hours or more, an unpaid meal period of at least 30 minutes **is required**; this break does need to be recorded on your timecard.
- 2) You cannot skip rest or meal periods and leave early.
- 3) Check with your Student Coordinator about the frequency and length of breaks that you may take.

Food

- 1) Generally, food is not permitted near computers or in many work settings.

Personal Business

1. Extended personal phone calls and visits to the workplace are considered inappropriate.
2. Conducting personal business (e.g., paying bills) during work hours is considered inappropriate.

Public Relations

- 1) Student Employees represent RCC, especially at work, so listen carefully and respond clearly and politely to other RCC students, employees, and visitors.

Finally, be aware of these procedures and considerations:

Drug-free Workplace

The Drug-free Workplace Act requires employers who contract with, or receive grants from, federal agencies to certify that they will meet certain requirements by providing a drug-free workplace. No employee shall unlawfully manufacture, distribute, process, or use a controlled substance in the workplace. Violations will result in disciplinary action that may include but is not limited to, suspension or dismissal.

Concerns about Your Position

If you are feeling uneasy about your Student Employment position, set up an informal check-in with your Coordinator to seek feedback and discuss your work performance; this may be just what you need to regain your confidence and motivation. Remember, Student Employment Services is always available to take any questions that you may have.

Resigning Your Position

If you resign from your position due to graduating from RCC, taking a term off, or personal reasons, please provide your employing department adequate notice (i.e., at least 2 weeks) to plan for your departure and to receive your final paycheck in the appropriate timeline. Providing such notice is the professional thing to do. Please follow these steps:

- Submit to your Student Coordinator and Supervisor your resignation letter, which should include:
 - A statement of intent that you will be leaving your job.
 - Your position title.
 - The date of your last day on the job.
 - Gratitude to your employer for hiring you.
 - Any other relevant information you wish to include.
- Verify your contact information is up to date in ADP. There is no direct deposit for final paychecks.
- Update your timecard and inform your Coordinator that all of your work hours have been entered.
- Consider if you want your employer to be a future reference or write a letter of recommendation.
- Besides providing notice, ensure that your resume has been updated with your newly learned skills! Student Employment Services will be glad to help you with this.

Timecards and Paychecks

It is your responsibility to update your timecard; we recommend doing this daily!

RCC uses ADP Workforce Now Time and Attendance. Prior to accessing the student timecard, you must register for ADP Workforce Now. Human Resources will provide you with this information. Your Student Coordinator and Supervisor will review and approve your timecard. Lastly, remember:

- Pay periods are the 21st of a month through the 20th of the following month.
- Check the payroll due dates calendar there might be pay periods where you will have to project your hours on your timecard.
- Payday is the last business day of the month.
- You can sign up for direct deposit in ADP.
- You can make address changes directly in ADP.
- Contact Human Resources, Payroll with any paycheck-related questions.

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