

Student Employee Rights and Responsibilities

- Student employees are “at will” employees and may be terminated at any time without warning. It is important to become familiar with your rights and responsibilities as a student employee.
- Federal regulations and Salem State University Policies prohibit students from working during regularly scheduled class time including occasions such as when the class is canceled and snow days. There are exceptions to this during reading day, exam week, and winter break.
- **You must give your supervisor a copy of your class schedule before finalizing a work schedule.** This must be done each add/drop period. Both you and your supervisor will be held responsible for enforcing this as an employment commitment.
- When developing a work schedule, you should consider research from the ACT Center for Equity in Learning which finds that working more than 15 hours per week can be detrimental to the academic success of college students.
- As stated above, you can only work a maximum of 20 hours in a work-study position or 29 hours for all institutional positions.
- The Student Employment office reserves the right to terminate the employment of a student who is found to exceed the maximum hours allowed for their position.
- You and your supervisor are equally responsible of keeping track of the number of hours worked, which should be correctly inputted into your timesheet. Additionally, you are responsible for maintaining a separate log of your hours that should be submitted to your supervisor for auditing purposes.
- It is your responsibility to communicate any variations in your work schedule and inform your supervisor in a timely manner based on the communication standards set by your department.
- Frequent tardiness and absenteeism without clearance from your supervisor could result in termination of employment.
- There is no formal grievance procedure for student employees. The supervisor or student employee may contact the Student Employment Office for information or referral.
- Harassment is not tolerated at Salem State University. If you feel that you have been the subject of any form of harassment, please contact the Student Employment Office.

I, _____ **acknowledge that I received a copy of the Student Employee Rights and Responsibilities and will follow them to the best of my ability.**

Signature: _____ **Date:** _____