

COMMUNITY SERVICE WORK-STUDY -STUDENT EMPLOYEE EXPECTATIONS

As a Community Service Work-Study employee, you are a representative of both your placement site and the university. The following expectations have been established to enable a satisfying work experience.

Academics

Be in good academic standing. Maintain a minimum of 2.25 overall QPA and a minimum of 2.00 previous semester GPA.

Act 151 & Act 34 Clearances

Act 34 Clearance (Criminal History) is required throughout your employment for all positions. Students will be permitted to start employment for a 30 day period without an Act 34 clearance only with agency consent. Act 151 Clearance (Child Abuse) may be required by some agencies.

Orientation

Site orientation should be conducted within the first ten days of employment. Upon completion, the *Placement Site Orientation Checklist* must be submitted to the Community Service Office by the site supervisor or newly hired student employee.

Position Description

Placement sites and students must follow the description submitted and approved by the University for the current academic year. Should the position description need to be changed, a new description must be submitted to the Community Service Office for approval.

Correspondence

All correspondence and paperwork will be communicated by e-mail, telephone, fax, or provided at www.clarion.edu/service. All e-mail will be sent to student's university e-mail account. Agencies and students may correspond directly to the office secretary, director, or the office e-mail address at cuservice@clarion.edu. All paperwork is online at www.clarion.edu/service in the employment link.

Work Schedule

Returning students may begin employment at the beginning of each academic year only after meeting with the CSL secretary to:

- Provide fall address and telephone number
- Verify academic and financial aid qualification for the program
- Verify Act 34 clearance status

After providing the above mentioned information, site supervisors and students should develop a regular work schedule. Students may work no more than 20 hours in each two-week pay period. Eligible students must begin work by the first week of classes or their employment with this program will be terminated.

Time Sheets/Pay Period

Pay periods are administered on a two-week cycle that begins on Saturday and ends on Friday.

Pay period, Time Sheets and Pay Date Schedules are available on our web site at www.clarion.edu/service.

Both the student employee and the site supervisor must sign time sheet. The **site supervisor must submit the time sheet** to the Community Service Office **by noon on Friday**, the last day of the two-week pay period unless otherwise noted. Time sheets may be faxed to 393-2706. If faxed, **call the office to confirm that the time sheet transmitted successfully**.

Time sheets submitted **after** noon on Friday will be considered delinquent. Failure to return time-sheets will cause the student's employment to be suspended. Students will not be permitted to work or report any hours during the period of suspension. The position will be reinstated once the delinquent time sheet is submitted.

Award

Students may only work 150 hours per academic term or a total of 300 hours per academic year. This would normally be 10/week for the 15 weeks that classes are in session. Finals week excluded.

Time Off

Release time from scheduled work hours must be requested through your supervisor in advance.

However, it may not be granted depending on the needs of the placement site. If you are unable to report to work at a scheduled time for any reason, you are expected to notify your placement site prior to your

work shift. Failure to report to work will be considered an unexcused absence. Making up missed hours may be made at the discretion of the site supervisor. Unexcused absences or excessive tardiness may be grounds for termination of employment.

Holidays/School Breaks/Recess

Employees are not permitted to work, nor accumulate work hours when University classes are not in session unless permission is granted by the Director of Community Service-Learning.

Finals Week

Students may (but are not required to) work at placement sites during finals week if their schedule permits and if they have not exceeded the amount of financial assistance they may receive with this program.

Performance Evaluations

Evaluations will be conducted by the placement site supervisor and the student employee each semester. It is expected that supervisors and employees will share the results of evaluations with each other in the spirit of mutual growth.

Work-Related Injury

In the event of a work-related injury, it is the employee's responsibility to report the injury to the site supervisor immediately. Employees and supervisors must follow the procedure outlined in the *Work-study Handbook*. Paperwork must be submitted to the Department of Public Safety, Thorn Building or FAX to x2038. Student will be required annually to verify that they have received information on Pennsylvania Worker's Compensation Law.

Conduct and Dismissal Procedure

Employees and supervisors should review this policy thoroughly. All infractions should be documented. Major infractions will result in immediate dismissal from placement.

Behavior

Be aware that others may shape their opinions of your site by what they observe when they visit the office. Your general behavior should be appropriate to a professional setting. You should not make personal phone calls nor have visitors while on duty. Act in a professional manner when dealing with clients, customers, fellow employees, and other offices. Although some people may not be polite, it is expected that you will be as pleasant as possible.

Completed Work - Understand the purpose of your position is to accomplish the work of the site. Complete all tasks as assigned by the supervisors. Be willing to be flexible in doing assignments.

Confidentiality

Respect the confidentiality of information obtained while on the job.

Dress

Contact your site supervisor regarding clothing appropriate to your position.

Personal Assignments – Class work should **not** be done during work time. Additionally, office equipment (computers, copiers, etc) must **not** be used for personal business unless permission is granted by the supervisor.

Work-Study Handbooks

Effective Fall 2003 handbooks will be available at www.clarion.edu/service and redistributed to placement sites and students only when a revision has been made. Please make a copy available to any staff member or volunteer who works with the student employee or may have questions concerning the Work-Study program.