

## Rules and Procedures for Student Employment

### Academic Year 2008-2009

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#### 1. Eligibility

All ECLA students are eligible for applying for student employment as defined in this document provided that they are in good academic standing as determined by the faculty. Should the faculty determine at any time that a student's academic standing is not satisfactory, the student's eligibility for jobs will be suspended.

#### 2. Availability

ECLA may not be in a position to offer enough jobs to meet the full interest of students. There is thus no guarantee that a student will receive a job at ECLA.

#### 3. On-campus and off-campus employment

ECLA students are eligible for both on-campus and off-campus employment. Off-campus employment may not exceed the number of hours allowed for on-campus employment (6 hours per week), and the student is responsible for informing the Financial Aid Office about what kind of job he or she has acquired. By keeping a record of off-campus employment, ECLA aims to develop a network of job contacts that will benefit future students.

#### 4. Amount of time

Student employment may not exceed 6 hours per week during the academic term. This limit applies both to on-campus and off-campus jobs. Students may work longer hours when classes are not in session, provided that the employing department can offer such additional hours.

## 5. Amount of money

All on-campus jobs are paid at the rate of 7 Euros per hour.

## 6. How to post/find a student job on campus

FOR SUPERVISORS: If you want to post a student job opening, please provide the necessary information on the Job Opening Form and submit it to the Residential Life Coordinator. All student jobs on the ECLA campus must be posted publicly through this procedure. The forms are available through the ECLA website on [http://www.ecla.de/campus\\_life/student\\_employment](http://www.ecla.de/campus_life/student_employment).

FOR STUDENTS: Look for openings on the message board in W70 and online on [http://www.ecla.de/campus\\_life/student\\_employment](http://www.ecla.de/campus_life/student_employment). Send applications to supervisor and Residential Life Coordinator. If you have been successful in getting the job, have your supervisor sign the Hiring Form available from Residential Life Coordinator.

## 7. Training, performance, supervision

Each student employee at ECLA has a supervisor who is the primary contact person for questions and concerns regarding the position. The supervisor is responsible for providing adequate training and guidance to the student. The goals of the job should be communicated clearly and the duties summarized in a job description.

The supervisor is also responsible for setting up a time schedule with the student. The supervisors are obliged to give consideration to academic priorities of students when scheduling work hours. Correspondingly, the students are obliged to give their supervisors adequate notice of schedule changes or expected periods of particularly heavy academic workload.

Performance of the student should be followed and supported continuously. The student and the supervisor are encouraged to hold an informal review a few weeks into the job in order to be certain that the student understands and feels comfortable with the goals and expectations. If the performance is unsatisfactory owing to absences or weak results, the supervisor is entitled to terminate the work relationship earlier than planned. If the student wishes to end employment before the specified time, he or she should discuss this issue with the supervisor.

## 8. Timesheet records and payments

Students whose employment contract is for more than one month submit timesheets (available on [http://www.ecla.de/campus\\_life/student\\_employment](http://www.ecla.de/campus_life/student_employment)) signed by their supervisors on a bi-weekly basis. Students who have short-term, single-project jobs are paid in one installment upon completion of the project. Signed timesheets are submitted to the Residential Life Coordinator (RLC) who makes cash disbursements during the financial office hours.