



# Student Employee Supervisor Guide

*A Supervisor's "Know How" Guide to Student Employment*

**Table of Contents**

<b>Content</b>	<b>Page #</b>
<b>Table of Contents</b>	<b>1-2</b>
<b>Supervisor Welcome &amp; Thank You</b>	<b>3</b>
<b>SECTION I (Introduction)</b>	<b>4-5</b>
Requirements and Eligibility	4
Types of On-Campus Jobs	4-5
Work Hours	5
<b>SECTION II (Student Employment Information)</b>	<b>6-7</b>
The Three Most Important Websites for Supervisors	6
Creating a New Student Position	6
Job Descriptions versus Job Postings	7
<b>SECTION III (Hiring Student Employees)</b>	<b>8-10</b>
Hiring methods	8
Hiring a Specific Student	8
Posting a Job Opening	8-9
Equal Opportunity Employment	9
Interviewing Student Applicants	9
Hiring the Student(s)	10
Student-Worker Transfers	10
<b>SECTION IV (On the Job)</b>	<b>11-13</b>
Scheduling	11
Student Employee Orientation	11
Compensation	11-12
Benefits Eligibility	12
Meals and Breaks	12
Time Reporting and Pay Schedule	12
Resignation/Termination of Employment	13
<b>SECTION V (Expectations on the Job)</b>	<b>14-15</b>
Workplace Conduct	14
Attendance, Punctuality and Absences	14
Supervision	14
Performance and Related Concerns	14
Confidentiality	14
Workplace Attire	15
Telephone Usage	15

<b>SECTION VI (Applicable Employment Policies)</b>	<b>16-20</b>
Work Hours and Schedules	16
Fair Labor Standards Act (FLSA)	16
Conflicts and Complaints	16
Reappointment	16
Leaves	16
Workers' Compensation	17
Federal Work Study Earning Limitations	17
Terminations	17
<b>Rollins College Policies:</b>	<b>18-20</b>
Nondiscrimination Policy Statement	18
Sexual Harassment Policy Statement	19
Americans with Disabilities Act	20



### **Thank you for serving as a Student Employee Supervisor!**

At the Center for Career & Life Planning (CCLP) we believe that YOU are one of the most valuable resources for students on campus to learn world of work skills and grow professionally. When it comes down to it, you may have more contact with your student employees each week than any other professional at the College, and we want to make sure you have everything you need to make the job experience meaningful to both your department and the student.

The following handbook will provide you with useful information about hiring and employing student workers at Rollins, as well as important policies regarding student employees, and links to additional online forms and resources. If you have any questions about the information in this handbook, feel free to reach out to us at 407-646-2382, 407-646-2195, or [studentjobs@rollins.edu](mailto:studentjobs@rollins.edu).

## SECTION I

# Introduction

## I. Requirements and Eligibility

Only currently enrolled students will be eligible for on-campus student employment. Please note that students retain this status during vacation periods from the College, as long as they haven't graduated. Students may hold multiple on-campus jobs at one time; however they cannot work more than an average of **20 hours per week** between all positions. Additionally, students can only be in one federal work- study position, and one Frueauff position at a time.

### Foreign National Students:

See the [International Student and Scholar Services website](#) for more information.

**Onboarding Procedures:** Before starting to work in any on-campus job, international students must visit the [Center for Career & Life Planning](#) to begin their non-resident employment procedures. Please be aware that the onboarding process is lengthy, and preparing ahead is highly advised. Review and complete the steps and paperwork highlighted in the NRA [checklist](#).

### **F1 Students**

Students on an F-1 visa status may apply for on-campus employment provided that they are authorized by the USCIS to attend Rollins College, and are maintaining full-time studies. F-1 students can begin working on campus immediately after completing the required non-resident employment procedures.

### **J1 Students**

Students on a J-1 visa status may request special permission for on-campus employment. Permission must be granted by the Office of International Student & Scholar Services prior to the start of employment.

**Note:** International students are required to update their tax information annually, and connect with CCLP regarding status, visa, and related updates.

- International Students are not eligible for Federal Work Study funded positions.
- Undergraduate International Students are eligible for Frueauff positions.

## II. Types of On-Campus Jobs

There are **3 types of** on-campus employment at Rollins for **undergraduate students**: Federal Work Study, Frueauff, and Department-Funded student positions. The main differences revolve around the funding source and student eligibility. As for **graduate students**, the on-campus employment opportunities include **2 position types**: Graduate Assistantships and Department-Funded positions. The eligibility criteria differ according to department needs and students course of study.

**Federal Work Study Positions:**

Federal Work Study (FWS) is a federally funded financial aid program awarded to students based on their eligibility determined by the Free Application for Federal Student Aid (FAFSA) along with other financial aid criteria. Funding for this program is limited. Students are awarded a specific amount, and the federal government subsidizes the wages to the employer. This means that Rollins pays a portion of the wages and FWS pays the remaining portion.

- Federal Work Study positions are available only to those students who have received communication from the Office of Financial Aid and/or the Center for Career & Life Planning regarding their work-study eligibility for the current academic year.
  - These eligibility communications begin in mid-July and continue through the respective semesters.

**Frueauff Positions:**

Frueauff student positions are funded through the **Charles A. Frueauff Foundation Student Employment Fund**. *International students* as well as *domestic students that meet the financial aid criteria*, a component of which is determined by the Free Application for Federal Student Aid (FAFSA), may apply to these positions.

- Frueauff positions are available only to those students who have received communication from the Office of Financial Aid and/or the Center for Career & Life Planning regarding their eligibility for the current academic year.
  - These eligibility communications begin in mid-July and continue through the respective semesters.

**Department Funded Positions:**

Students without federal funding can find jobs in an array of departments. Rollins departments pay in full for these students' wages. All Rollins students are eligible to apply for these positions, regardless of financial need.

**Graduate Assistantships:**

Graduate Assistantship positions vary widely depending on the hiring department. Some pay an hourly rate, while others provide a stipend or tuition assistance.

### III. Work Hours

**Student employees:**

- **May not** work during scheduled class times and may not be excused from class in order to work on campus.
- **May not** work more than a total of **20 hours per week** while classes are in session (including the week of finals).
- **May** work up to 40 hours per week during official academic break periods (as defined by the College's Academic Calendar) when classes are not in session (excluding the weeks of finals), provided they are registered for 8 undergraduate hours.

## SECTION II

# Student Employment Information

## I. The Three Most Important Websites for Supervisors

- 1. The [Faculty and Staff page](#) of the CCLP website:**
  - Step by step instructions to help you through the [hiring process and student onboarding](#)
  - Employment policies that are relevant to student employment
  - Links to termination procedures, recognition tools, etc.
  - A copy of the student employee handbook
    - And much more!
- 2. The Student Employee Supervisor Forms portal in [Foxlink](#) (Employee Tab):**
  - Create, view, and update student job descriptions—instructions [here](#)
  - Submit student employee requests—instructions [here](#)
  - Release a student employee
  - Evaluate your student employees' development, and view their self-assessments
- 3. [Handshake](#) available through R-Net, Faculty & Staff Quick Links**
  - Create a new job posting or update a previously used one
  - Review student applicants and make hiring decision

## II. Creating a New Student Position

If you haven't had a student employee before, or are planning on creating a new position, feel free to reach out to Denisa Metko ([dmetko@rollins.edu](mailto:dmetko@rollins.edu); [studentjobs@rollins.edu](mailto:studentjobs@rollins.edu)) with the following information:

- Nature of student work (undergrad, graduate, office assistant, project work)
- Pay type (hourly, stipend—indicate hourly amount/stipend pay)
- Length of job assignment
- Budget to pay the student (fund-org-account)

Denisa will work with you to fill in any details and process the creation of the new student position.

### III. Job Descriptions versus Job Postings

Please note that the **Job Description** and the **Job Posting** are two separate things.

#### **Job Description**

Job descriptions are kept on file in Foxlink by the CCLP for informational and federal auditing purposes. All work-study and Frueauff positions are required to have an up to date job description. To ensure that job descriptions are up-to-date, CCLP requires supervisors to review and update positions on an annual basis, using the Student Employee Supervisor portal in Foxlink. Here is a quick video on how to submit and/or update a job description:

[https://www.youtube.com/watch?v=Tfgb6j\\_6goU&feature=youtu.be](https://www.youtube.com/watch?v=Tfgb6j_6goU&feature=youtu.be)

**Please note:** While the CCLP has provided some common elements to check off in the job description, we ask that supervisors also provide an accurate summary of the nature of the work being performed by the student.

#### **Job Posting**

The online job posting is the external job announcement that students review to apply for an open position. This includes information from the job description in Foxlink, as well as additional information about the hiring department, job start and end date, scheduled work hours, anticipated learning outcomes, and more. Job postings also include supplemental questions that help supervisors narrow their applicant pool. Supervisors can modify previous job posts from year to year when openings arise. Prior to posting a new position we encourage you to review the [posting/review/hiring guide](#).

## SECTION III

# Hiring Student Employees

## I. Hiring methods

There are two ways to hire student employees at Rollins:

1. Hire a specific student who you know or has worked with you before
  - Complete an online Student Employee Request Form in Foxlink
    - [How to Complete a Student Employee Request Form](#)
2. Post a job opening to collect online student applications
  - Create an online student job posting through **Handshake**
    - Review and follow the posting and selection steps via [this guide](#)

Check out our [Steps for Hiring](#) page to make sure you have all the information you need for either of these two types of hires.

## II. Hiring a Specific Student

Hiring a specific student without positing a job

1. Submit a new job description, or update an existing one in Foxlink under the Employee tab, Administration, "Student Employee Supervisor Forms"
2. Fill out a Student Employee Request Form in Foxlink. You will need the following information:
  - Student R#
  - Timekeeping Supervisor R# (if hourly)
  - Actual Supervisor R# (can be the same as the timekeeping supervisor. *This is the person who will receive emails from CCLP about the student employee, will provide mentorship to the student, will be responsible for ensuring the student's completion of reflections and learning evaluations*)
  - Employment Start and End Date
  - Pay Type (hourly, stipend)
  - # of Work Hours (per stipend pay)
  - Comments pertaining to the job setup (examples: special pay dates, student leadership position, internship indication etc.)
3. **Wait for email from CCLP authorizing the student to begin working**

**IMPORTANT:** Students **cannot** begin working until you have received the STUDENT AUTHORIZATION email indicating that all paperwork has been completed. Allowing students to work before completing their pre-employment paperwork violated federal law, and may result in a reduction of departmental work study positions.

If you are unable to log in to request a student, are assigned access to the wrong department, or do not see the position number you plan to hire the student into, please contact the CCLP at 407-646-2382, 407-646-2195, or [studentjobs@rollins.edu](mailto:studentjobs@rollins.edu).

### III. Posting a Job Opening

The Center for Career and Life Planning has created a [Posting User Guide for Supervisors](#) which gives step by step instructions (with screenshots) for creating and posting a student job opening, reviewing student applications, and making hiring decisions using the website. All student job postings are reviewed by CCLP before they are posted on the site to ensure consistency. Along with directing students to Handshake, CCLP posts new job openings on the CCLP Facebook page to help market them.

### IV. Equal Opportunity Employment

As a supervisor, you should fully understand that equal opportunity employment is the law. Equal opportunity employment applies to all terms and conditions of employment, including, but not limited to, hiring, classification, promotion or transfer, discipline, discharge, layoff, compensation, job training and benefits.

#### [Nondiscrimination Policy Statement Policy 030.00](#)

It is the policy of Rollins College not to discriminate on the basis of sex, disability, race, age, religion, color, national or ethnic origin, ancestry, marital status, veteran status, sexual orientation, gender identity, gender expression, genetic information, physical characteristics, or any other category protected by federal, state, or local law, in its educational programs, admissions policies, financial aid, employment, or other school administered programs. The policy is enforced by Rollins and where applicable, federal laws such as Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. The College is an equal opportunity educational institution.

### V. Interviewing Student Applicants

The CCLP encourages all supervisors to conduct phone or in-person interviews with student finalists. This provides the student with valuable interviewing experience, and it gives you the opportunity to choose the student that best fits your department needs.

#### Steps for Interviewing

- Contact the student by phone or email using the information provided on the student's job application. Identify the position you are calling/emailing about and give the student 2-4 possible time slots for the interview. Explain the anticipated length of the interview, as well as any preparation the student should do before then.
- Make sure to plan your questions ahead of the interview, and ask all applicants the same basic questions. Do not feel constrained to those questions if others arise; however keep in mind that a consistent interview process will produce the best results.
- Let students know before ending the interview that they will receive further communication by email or phone as the process moves forward. Please note: students who aren't hired (and are marked as 'OSE Follow Up in the application portal) will receive an email from the CCLP once you fill the position letting them know they weren't selected.

## VI. Hiring the Student(s)

Complete the hiring steps outlined in the [User Guide](#) to hire a student and close out your job posting. Student Employment/CCLP will process the hire and send out an email to the student (copying you) letting him or her know any new hire paperwork that needs to be completed.

**IMPORTANT:** Students **cannot** begin working until you have received the STUDENT AUTHORIZATION email indicating that all paperwork has been completed. Allowing students to work before completing their pre-employment paperwork violates federal law, and may result in a reduction of departmental work study positions.

## VII. Student-Worker Transfers

Student workers are permitted to transfer to other departments. For a transfer to take place, the CCLP must receive confirmation from both the student and receiving department regarding the transfer. The following information is needed to process a transfer:

- Student's last day working in the previous position
- Details of the new position, including start and end date, and pay rate.

The CCLP will handle contacting the previous supervisor and processing the transfer.

## SECTION IV

# On the Job

## I. Scheduling

Each semester you and your student worker should establish his or her work schedule. Every attempt should be made to schedule work hours at convenient times and in accordance with the student's class schedule. However, the department's needs should also be taken into consideration when assigning work hours. You should discuss any special requests or schedule conflicts well in advance with your student worker. Once you have agreed to a work schedule, your student worker's inability to maintain this schedule may result in his or her termination from employment.

## II. Student Employee Orientation

- [Orientation Checklist](#)

This is a general guide for supervisors to use for new student employee orientation and training. It is beneficial to provide clear expectations early, as the training a student receives on the first day of work will set the tone of the employment experience.

- [Handbook for Student Employees](#)

This student handbook has a wealth of information for new student workers. We encourage supervisors to have student employees review the handbook at the beginning of their employment experience and to refer to it throughout.

## III. Compensation

Supervisors should be aware of the different sources of funding for student-employment positions, as well as the costs to their department budget.

### **During the Academic Year:**

Department-funded students are paid with funds that come directly from the employing department's budget. During the academic year, employers are not required to pay any fringe overhead for student wages. This means that the total funding charged to the department is equal to the student's wages.

College Work-Study students are federally funded and therefore do not cost the employing department. These students receive a specific work-study allocation to indicate the total wages they are allowed to earn during the academic year.

**Note:** The student and supervisor receive warning emails once the student is within \$500 of his or her work study allotment, once the student is within \$250, once the student has reached his or her work study allotment, and once the student has surpassed his or her allotment. If the individual yearly allocation is exceeded, any additional wages must be paid for using departmental funds. The duration of a work-study student's employment varies

based on the student's work-study allocation or the end of the academic year, whichever comes first.

Frueauff student positions are funded through the **Charles A. Frueauff Foundation Student Employment Fund**. Similar to work study positions, the Frueauff students have a specific award allocation to earn during the academic year. Supervisors and students are charged with the responsibility of monitoring the work hours and consequent earnings. Student Employment/CCLP will provide assistance throughout the academic year, by connecting with supervisor and guiding supervisors on the best ways to utilize the time keeping system to monitor max hours of work.

#### **During Winter or Summer Breaks**

Students are allowed to work during breaks as long as they have not graduated. During breaks when students are not enrolled in classes, student employees' wages incur a fringe overhead cost of 8.1%. This must be taken into account when a department is deciding whether or not to hire a student, or determining the length of employment relative to the department budget.

## **IV. Benefits Eligibility**

Student workers are not eligible to receive any sick pay, vacation pay, emergency closing compensation or holiday pay, and they do not participate in employee health plans, unemployment insurance, retirement programs or short-term disability (STD) benefits.

Student workers are covered by [worker's compensation](#). If your student worker informs you that he or she has been injured or has become ill on the job, you should direct the student to report to the Human Resources office or Campus Security to file a report. The Worker's Compensation page on the Rollins HR, and CCLP website, explains the steps to take when reporting an injury.

## **V. Meals and Breaks**

The College provides a half-hour, unpaid meal break to students who work more than five consecutive hours in a day. If the employee works for four consecutive hours, s/he is allowed a 15-minute rest period (paid). Any additional rest breaks are given at the discretion of the supervisor and are provided with pay according to the following guidelines: breaks may not exceed 15 minutes; may not be taken at the beginning or end of the student's work hours; may not be added to a meal break; and rest breaks may not be accumulated.

## **VI. Time Reporting and Pay Schedule**

### **Completing Time Sheets**

Student workers are required to complete time sheets electronically via [TimeClock Plus](#) each pay period showing the exact number of hours worked (excluding any unpaid meal periods). Students are required to clock in and out, utilizing TimeClock +. [Here is a quick video](#). Supervisors will review and approve student time sheets and submit them electronically to Payroll via TimeClock Plus. **Be**

*aware that falsification of a time sheet is considered grounds for termination.* Employees are not allowed to complete, make entries on or sign a time sheet on behalf of someone else.

### **Pay Schedule and Procedures**

Student workers are paid on a biweekly basis on the same schedule as non-exempt staff employees. For reference, the schedule is posted on the Human Resources Web site under [BiWeekly Pay Schedule](#). Students who have direct deposit will receive an e-mail notification on or before the pay date and can view their paystub online.

## **VII. Resignation/Termination of Employment**

### **Voluntary Resignation:**

Student employees who voluntarily resign are asked to complete the following procedure:

- Send an email to the supervisor (copying Student Employment/ Career & Life Planning at [studentjobs@rollins.edu](mailto:studentjobs@rollins.edu)) indicating the reasons for leaving the position, as well as the student's last day.

Supervisors are then asked to:

- Complete the online Student Release form in Foxlink.
- Contact Student Employment/CCLP ([studentjobs@rollins.edu](mailto:studentjobs@rollins.edu)) if you wish to post the open student position.

### **Involuntary Termination:**

A termination will be deemed involuntary when the department makes the decision that a student employee should be released from his or her position for cause. Supervisors must take the following steps in order to terminate a student employee:

- Provide the student with feedback (written or verbal) about unsatisfactory behavior, conduct, and/or performance.
- Give the student a plan of action for improvement.
- If the student does not improve after guidance, or if the conduct is serious in nature, email the student employee with the reason for releasing him or her and their last day of work.
- Complete the online Student Release form in Foxlink.

**Note:** For involuntary releases, the supervisor must explain the reason for release as well as the steps taken to allow the student to improve.

- Contact Student Employment at 407-646-2382, 407-646-2195, or [studentjobs@rollins.edu](mailto:studentjobs@rollins.edu).

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## SECTION V

# Expectations on the Job

### I. Workplace Conduct

As members of the Rollins College community, student workers assume an obligation to act in a manner conducive to the maintenance of good order and respect for the rights and property of others. Outside visitors and community members do not distinguish student employees from regular college staff, therefore Rollins expects its student workers to exhibit professionalism on the job and in their contact with others. Professional conduct can range from the manner in which they answer the telephone or address a visitor to the integrity and honesty with which they perform their work.

### II. Attendance, Punctuality and Absences

Student workers are expected to be at work at their scheduled start time and not to leave before the end of their scheduled hours. You should advise your student workers to contact you as early as possible — but no later than 30 minutes after their scheduled start time — in the event they are unable to report to work or will be delayed. Communicate to them that frequent absences and lateness impair the value of a student’s service and could result in termination of student employment. Failure to notify you, their supervisor, will be considered an unexcused absence.

### III. Supervision & Learning Evaluations

Because student employment provides students with an opportunity to build professional and technical skills, your student workers should not work unsupervised. A staff, faculty or administrator within the department should regularly monitor the student’s job duties and performance.

For most semester and year long positions, students will be asked to complete two learning assessments: goal settings and end-of-the-year learning evaluations. These exercises aim to add intentionality and reflection to the student employment experience, and at the same time encourage students to think strategically about their professional development. The assessments are also used to inform job redesign, and consideration for enriching the on-campus job opportunities. Supervisors overseeing these semester/year-long positions are also required to complete the end-of- year learning evaluations for their respective student workers.

These assessments and evaluation tools are available through Foxlink.

### IV. Performance and Related Concerns

Student workers are expected to fulfill specific job requirements and meet established job standards while employed by the College. You are encouraged to discuss and resolve with your

student worker any job performance concerns or complaints that arise over the course of employment. In addition, Student Employment/CCLP staff are always available to connect with you and your student staff, and help you to create a plan to help your student improve on their behavior.

## V. Confidentiality

Student workers may have access to confidential material such as financial information, employee information, grades, telephone numbers, addresses, etc. They are prohibited from sharing information with others or using it for themselves for any reason not connected with College business. Under no circumstances are student workers permitted to release any information to any unauthorized person, including, but not limited to, a friend, outside caller or other departments. A supervisor should handle requests of this nature. Breach of confidentiality is a serious offense and may result in termination of employment. You should remind your student workers that maintaining confidentiality is mandatory, as stated in the Confidentiality Agreement that they were required to read and accept prior to their start of employment. For your information, this agreement is located [online](#).

## VI. Workplace Attire

Student employment is a training ground for professional employment and presenting oneself well is important. However, in balancing expectations for appropriate workplace attire, a student worker's status as student should also be considered. A student worker is expected to report to work in clothes that are neat and clean and that appropriately reflect the specific position he or she holds. When in question, the supervisor has the discretion to make decisions on what constitutes appropriate attire.

## VII. Telephone Usage

Office telephones are an important means of conducting College business. Personal calls can interfere with important business calls and should be made only in an emergency. Urgent personal calls should be kept as brief as possible. Similarly, visits to the workplace from friends during work hours are not permitted. It is also important to remind students that they should limit the use of their cell phones while at work.

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## SECTION VI

# Applicable Employment Policies

- **Work Hours and Schedules**

Student employees may not work during scheduled class times and may not be excused from class in order to work on campus. Student employees **may not work more than a total of 20 hours per week while classes are in session** (including the week of finals) during the fall and spring semesters and the summer sessions.

Student employees may work up to 40 hours per week during official academic break periods (as defined by the College's official Academic Calendar) when classes are not in session (excluding the weeks of finals), provided they are registered for 8 undergraduate hours.

- Student employees are allowed a half hour meal break (unpaid) when they work more than 5 consecutive hours.
- If the employee works for four consecutive hours, s/he is allowed a 15-minute rest period (paid).
- Breaks and rest periods must be approved by the supervisor.

- **Fair Labor Standards Act (FLSA)**

Once an employer/employee relationship has been established between a student employee and his/her department, the employee is to be compensated for all hours actually worked. The FLSA, as amended, prohibits employers from accepting voluntary services from any paid employee. A student cannot participate in a preliminary training period without pay.

- **Conflicts and Complaints**

If conflicts arise between student employees and their employers, the employing unit shall make every effort to satisfactorily resolve the issue. Unresolved complaints arising from employment or termination issues may be directed to Student Employment/ CCLP, at 407-646-2382, or [studentjobs@rollins.edu](mailto:studentjobs@rollins.edu).

- **Reappointment**

A student employee is not guaranteed continued employment from one semester to the next. The supervisor may end the appointment at any time (see Termination Section below).

- **Leaves**

Student employees are not eligible for paid leaves such as vacation, paid holidays, disability leave, funeral leave, sick leave or jury duty. However, these are considered reasons for excused absences when coordinated through the supervisor.

- **Workers' Compensation**

Student employees are protected under the State of Florida Workers' Compensation Act for injuries or illnesses arising out of and in the course of their employment. Workers' Compensation is a broader coverage than group health insurance. If the injury/illness is accepted as a covered injury/illness, Workers' Compensation pays the doctor, hospital and prescription drug bills connected with the injury or illness.

The employee must notify the supervisor of the injury or illness as soon as possible. The supervisor must report the incident to the Human Resources Department within 24 hours.

- **Federal Work Study Earning Limitations**

The Federal Work Study (FWS) award indicates the maximum dollar amount the student may earn during the designated work period. Once the awarded amount is earned, he/she may only continue working under the following conditions:

- The department converts the FWS status to hourly non-work study student status and pays 100% of their wages; or
- Another department hires the student, and he/she is not paid with FWS funds.
- FWS employees are responsible for notifying their Supervisor if there has been a change in their FWS award amount.

- **Terminations**

Student employees may be terminated at any time. Examples of reasons for terminations include but are not limited to:

- Recurring unauthorized and unexcused absences;
- Refusal to do work assigned, or refusal to work properly assigned time periods;
- Recurring dress code issues;
- Intentionally falsifying entry of hours worked on time records;
- Inability to perform tasks required by the nature of the job after completion of a reasonable training period;
- Violations of the Student Code of Conduct which occur in connection with student employment;
- Violation of the College policy concerning the Privacy Act in giving out confidential information from student records.

**Please Note: If you need further information on the Termination procedures please refer to the following link:**

<http://www.rollins.edu/career-life-planning/documents/student-employment-termination.pdf>

- **Rollins College Policies:**

Students, who are employed by the College through student employment, while classified primarily as students, have the additional rights and responsibilities of employees of the College.

- **Nondiscrimination Policy Statement**

It is the policy of Rollins College not to discriminate on the basis of sex, disability, race, age, religion, color, national or ethnic origin, ancestry, marital status, veteran status, sexual orientation, gender identity, gender expression, genetic information, physical characteristics, or any other category protected by federal, state, or local law, in its educational programs, admissions policies, financial aid, employment, or other school administered programs. The policy is enforced by Rollins and, where applicable, federal laws such as Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. The College is an equal opportunity educational institution. For more policy information refer to Rollins College [Policy 030.00](#).

- **Sexual Harassment Policy Statement**

Rollins College prohibits harassment of any kind, including sexual harassment. Rollins College promotes a cooperative work and academic environment in which there exists mutual respect for all College students, faculty, and staff. Sexual harassment is inconsistent with this objective and contrary to the College policy of equal employment and academic opportunity without regard to age, sex, sexual orientation, gender identity or expression, alienage or citizenship, religion, race, color, national or ethnic origin, disability, and veteran or marital status. Sexual harassment is illegal under Federal, State, and City laws, and will not be tolerated within the College.

- **What is Sexual Harassment?**

Unwanted and unsolicited sexual advances, requests for sexual favors, and other deliberate or repeated communication of a sexual nature, whether spoken, written, physical or pictorial, shall constitute sexual harassment when:

- Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, academic status or participation in College-sponsored activities;
- Rejection of such conduct is used as the basis, implicitly or explicitly, for imposing adverse terms and conditions of employment, academic status or participation in College-sponsored events; or

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working or learning environment.

Sexual Harassment can occur between individuals of different sexes or of the same sex. Although sexual harassment most often exploits a relationship between individuals of unequal power (such as between faculty/staff member and student, supervisor and employee, or tenured and untenured faculty members), it may also occur between individuals of equal power (such as between fellow students or co-workers), or in some circumstances even where it appears that the harasser has less power than the individual harassed (for example, a student sexually harassing a faculty member). A lack of intent to harass may be relevant.

### - **Examples of Sexual Harassment**

Sexual harassment may take different forms. Using a person's response to a request for sexual favors as a basis for an academic or employment decision is one form of sexual harassment. Examples this type of sexual harassment (known as quid pro quo harassment) includes, but is not limited to, the following:

- Requesting or demanding sexual favors in exchange for employment or academic opportunities (such as hiring, promotions, grades, or recommendations);
- Submitting unfair or inaccurate job or academic evaluations or grades, or denying training, promotion, or access to any other employment or academic opportunity, because sexual advances have been rejected.
- Other types of unwelcome conduct of a sexual nature can also constitute sexual harassment, if sufficiently severe or pervasive that the target does find, and a reasonable person would find, that an intimidating, hostile, offensive or abusive work or academic environment has been created. Examples of this kind of sexual harassment (known as hostile environment harassment) include, but are not limited to, the following:
  - Sexual comments, teasing, or jokes;
  - Sexual slurs, demeaning epithets, derogatory statements, or other verbal abuse;
  - Graphic or sexually suggestive comments about an individual's attire or body;
  - Sexually suggestive letters or other written materials;
  - Sexual touching, brushing up against another in a sexual manner, graphic or sexually suggestive gestures, cornering, pinching, grabbing, kissing, or fondling;
  - Coerced sexual intercourse or sexual assault.

### - **How do I report sexual harassment?**

If you feel that sexual harassment has occurred, or if you have observed harassing behavior, please contact the Human Resources Department at 407-646-2369. The College will promptly handle each complaint with discretion and, where necessary, appropriate action will be taken. For additional information, please see [Title IX Policy](#).

- **Americans with Disabilities Act**

Rollins College is committed to providing equal access to its academic, social, and employment opportunities to all qualified persons with disabilities. While upholding this commitment, Rollins will also maintain the high standards of achievement and excellence which are essential to the integrity of the College's programs and services. In advancing these aims, the College will ensure that its policies, practices and procedures conform to Federal and state statutes and regulations.

Members of the college community who are protected under the law and who believe that they require consideration/accommodation must provide, in writing, the following information:

1. Identify themselves as a person with a disability, eligible for protection;
2. Identify the nature of the accommodation or consideration desired;
3. Provide adequate medical or other appropriate documentation of the disability and the need for the desired accommodation or consideration. Such documentation must be current (usually not less than three years old) and provide a clear understanding of how the individual is functioning at this point in time.

For more information refer to [Policy 035.00](#)