

STUDENT EMPLOYEE RIGHTS AND RESPONSIBILITIES

This form is to be completed by all student employees. It is to be kept on file in the department to which the student is assigned.

This handout outlines your rights and responsibilities as a student employee at Nicholls State University. Please review the information below. If you fail to understand any of the items addressed, please contact your supervisor or the Financial Aid Office. By signing this form, you are agreeing to adhere to all of the criteria listed.

1. Student employees are required to represent their assigned departments and Nicholls State University in a professional manner.
2. If a student employee's work involves association with the public, he/she must demonstrate a positive and respectful attitude to all customers.
3. Confidentiality is of utmost importance. Supervisors will instruct student employees to what is to be considered confidential within their respective offices. Student employees are not allowed to review confidential records unless it is in the course of their employment. Student employees who abuse this policy will have their employment instantly terminated and the case will be turned over to the Dean of Student Life for possible disciplinary action.
4. Student Employees are responsible for ensuring that their individual time sheets are submitted to the Financial Aid Office on time. It is the student's job to remind the supervisor to sign and return the time sheets.
5. Students are expected to report to work on time, cooperate with all University employees, and perform assigned tasks in a timely and efficient manner.
6. Student employees are expected to dress appropriately. Proper attire is determined by the supervisor, not the Financial Aid Office; therefore, any questions should be directed to the supervisor.
7. A student employee is expected to submit a copy of his/her class schedule to the supervisor. A student employee cannot skip class to work; therefore, a student is not allowed to work at scheduled class time unless that class has been cancelled. If class is cancelled, documentation should be written on or attached to the time sheet. A statement signed by the student is sufficient documentation. If fraud is discovered, the student's employment may be terminated.
8. If a student employee must be absent from his/her job for any reason, it is his/her responsibility to notify the supervisor in advance of the absence. Supervisors understand that the employees are students first and employees second; however, a mutual respect must be displayed on the part of the student employee. Repeated, unexcused absences are sufficient grounds for termination.
9. If a student experiences difficulties with a supervisor or co-worker, it must be discussed with the appropriate dean, department head, or staff supervisor. If a solution cannot be reached, the employee can give notice to the supervisor to resign from his/her position. At the time of resignation, the supervisor must forward the signed time sheet, along with the Student Employment Termination Form to the Financial Aid Office. The employee will be paid in the normal payroll process for the time worked prior to the resignation.
10. A student employee who resigns due to an uncomfortable working situation has the right to request reassignment to another position. The request should be in the form of a letter addressed to the Assistant Financial Aid Director. If the request is approved and if a position is available, the student will be assigned to that position on the first day of the following payroll period.
11. Students who have had their student employment assignment terminated may appeal the termination to the Office of Student Employment. The student must submit a letter of appeal which details why he/she has been unjustly released from student employment. The appeal letter must be received within ten class days of the date of dismissal by the Assistant Director of Financial Aid, Office of Student Employment, P. O. Box 2005, Thibodaux, LA 70310. If the student prevails in the appeal, he/she will be assigned to a student worker position on the first day of the following payroll period.

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I have read and I agree with all of the information listed above. If I fail to follow these guidelines, I understand that I will be subject to dismissal.

Signature of Student Employee

Date

Signature of Supervisor

Date

Note to Supervisors: Please give all student employees adequate work time to complete this form. After the student employee signs this form, keep it on file in your office. It is important to make this form available to the student employee at any time during the course of his/her employment.

If you have any questions concerning this form, please contact the Financial Aid Office.