YOUR RIGHTS AS A STUDENT EMPLOYEE

• **EQUAL EMPLOYMENT OPPORTUNITY**: The University and Student Employment are committed to the principles of equal employment opportunity and an employment environment free of harassment and discrimination. Equal opportunity in employment is extended to all persons without regard to race, religion, national origin, color, ancestry, ethnicity, gender identity/gender expression, sex, sexual orientation, marital status, pregnancy, mental or physical disability, age, disabled veterans and other protected veterans’ status. The University complies with the provisions of the Americans with Disabilities Act Amendments Act, has approved guidelines for student employee jobs classifications, pay and promotions, and has established both a Sexual/Gender Harassment Education program and a committee of Sexual Harassment Complaint Coordinators. If you have concerns or questions about the fairness and/or equal opportunity in your employment situation, your supervisor is available to assist you. If your supervisor is not able to provide the information or assistance you seek, contact the Career Center staff.

• **SAFE AND HEALTHY WORK ENVIRONMENT**: The University seeks to provide a safe and healthy environment. Your supervisor is responsible for the safety of your work area and will provide training, equipment and information for the prevention of accidents and injuries. In case of an emergency, 911 operators are available to assist you both on and off campus.

• **WORKER’S COMPENSATION COVERAGE**: The University provides Worker’s Compensation coverage for medical treatment of work-related accidents and injuries. If you are injured on-the-job, immediately notify your supervisor and comply with the instructions received. If no supervisor is immediately available, follow your work group’s established procedures for accident/injury reporting and treatment.

  **NOTE**: Student’s employed by non-Cal Poly employers should contact their employer for policy and procedures regarding Workers’ Compensation coverage.

• **LIMITED COMPETITION FOR JOBS**: University Student Employees must have registered for the current academic quarter (with only summer quarter as non-registered) and must remain in good academic standing (maintain a GPA of 2.0 or higher). Therefore, residents of the community, students who graduate, students who register for fewer than 3 quarters per academic year and student who allow GPA to drop below 2.0 CANNOT apply for or continue in student employment jobs.

• **ACADEMICALLY SUPPORTIVE SCHEDULING**: During weeks of scheduled class instruction and final exams throughout the academic year, University Student Employees are limited to 20 hour work weeks. They are allowed to work up to 40 hours per week during breaks and vacations. There is no allowance for overtime pay.

YOUR RESPONSIBILITIES AS A STUDENT EMPLOYEE*

• **ATTENDANCE/ABSENCES**: With your supervisor, establish a work schedule which you honor with punctuality, consistency, and responsibility. Consider your class schedule and other activities which may limit your availability to work. If an unplanned absence occurs, notify your supervisor promptly so responsibilities of your job can be covered.

• **TIMESHEETS/PAYROLL**: You are responsible for the accuracy of your timesheet and payroll information. Do not allow anyone else to complete or sign your pay voucher. Maintain your own record of hours worked and gross earnings. Remember to inform your supervisor of changes in your address and phone number.

• **SAFE AND HEALTHY WORK PRACTICES**: You have a personal responsibility for preventing accidents and injuries by learning the safe way to do your job before you start a work assignment. Obey safety rules and regulations. Inspect tools and equipment for safe conditions; report any unsafe conditions or practices to your supervisor immediately. Operate only authorized equipment. It is important that all accidents and work-related injuries or illnesses be reported immediately to your supervisor so that prompt and appropriate corrective measures can be taken and medical treatment administered.

• **HARASSMENT FREE WORK ENVIRONMENT**: As a University student employee, you are expected to support the rights of others to work in an environment free from discriminatory intimidation, insult and ridicule. It is your responsibility to refrain from harassment based on race, religion, national origin, color, ancestry, ethnicity, gender identity/gender expression, sex, sexual orientation, marital status, pregnancy, mental or physical disability, age, disabled veterans and other protected veterans’ status. If you do experience harassment, contact the following:

  **Faculty Related**: Director of Academic Personnel at (909) 869-2277
  **Staff Related**: Director of Diversity and Compliance at (909) 869-5152

• **JOB PERFORMANCE**: You are responsible for meeting you supervisor’s expectations in performing your job. If you are not certain about what is expected, you must ask for directions and/or clarification from our supervisor or designated work group leader.

*STUDENT EMPLOYEE refers to students hired as a Student Assistant, Federal Work Study Student Assistant, or a student employee of Associated Students, Inc., or Foundation.