

Rice University

Student Employee Statement of Rights and Responsibilities

You will be performing work that is important to the University as a whole. It is important that you clearly understand the rules and regulations that apply to all student employees.

Supervision

Student employees are expected to report on time to assigned supervisors at the beginning of each work shift. Students will be assigned to a particular area of a department and will be responsible to the individual in charge of that area.

If a problem arises between a student and supervisor, the student and supervisor should attempt to resolve the problem. Students and supervisors who cannot resolve a difficulty should bring the problem to the attention of the supervisor's management.

Work Schedule

Student employee work schedules will be determined each semester in accordance with the student's class schedule. Students are not allowed to work during their scheduled class times.

Work schedules will be governed by personnel needs within each department. Although supervisors are often flexible, students are expected to plan their studies, projects, and extra-curricular activities around both their class and their work schedules.

Illness and Other Absences

In the event of illness or other emergency, a student must notify the immediate supervisor as soon as possible. If the student knows in advance that he or she will be out for several days, the student should note the planned absence to the appropriate supervisor as soon as possible in writing and by email.

Timesheets

Students must complete an appropriate timesheet for each pay period, either for Federal Work Study (YELLOW) or for Rice Work (BLUE); sign it; and obtain the supervisor's signature. Timesheets should be updated at the end of each work shift; enter exact hours worked to the quarter (1/4) hour. If a student fails to update the timesheet and to turn it in to Payroll when due, payment will be delayed. Students **should not** hold on to time sheets through a number of pay periods, submitting several at once.

Work Eligibility

Enrolled students are eligible to apply for open on-campus student positions. A student who has been awarded Federal Work Study should provide his or her supervisor with a printout of the ESTHER account financial aid award page that shows the FWS award and the amount of FWS. Students may hold only one FWS job at a time, but may have one or more Rice Work jobs in addition. Students should not work more than twenty hours a week or more than is comfortable to enable the proper focus on schoolwork.

To be placed on the payroll, students and their supervisors must complete a Student Personnel Action Form (SPAF), printed from the student's ESTHER account. Please submit the SPAF to the Office of Financial Aid for processing. Students must contact the Payroll Office to complete other required employment documents such as the I-9 and W-4 forms. Students and supervisors must closely monitor the student's work eligibility and supervisors have the responsibility to ensure that students do not exceed the employment eligibility dollar amount.

Dress Code

While the University does not have a formal dress code for students, student employees are expected to dress in a professional manner as determined by the supervisor for whom they are working. Students can be asked to leave and return in appropriate clothing.

Work Expectations

Students should complete assignments in a timely and professional manner. Social conversation should be kept to a minimum, with calls and visits from friends discouraged. Students who are scheduled to work a four (4) hour time block are eligible for a fifteen (15) minute break. Breaks cannot be saved to accumulate a larger block of time. Student employees who are working for more than six hours at a time should be provided a minimum of a one-half hour unpaid meal break around the normal meal period.

Performance Evaluations

Students' performance may be evaluated each semester. The evaluation may cover some or all of the following areas: punctuality, dependability, quality and quantity of work, work attitude, ability to work with others, employee relations, integrity, ability to carry out responsibility, and initiative.

Safety and Injuries

All employees must obey Rice University safety procedures, guidelines, and standards while performing any work for the University. Employees are responsible for reporting any condition that may cause personal injury or property damage.

Any injury that occurs at work, no matter how slight, or any accident that causes damage to property, must be reported to the immediate supervisor in charge, with injuries reported to the Office of Risk Management.

Confidentiality

Students should understand that all materials handled are strictly confidential and cannot be discussed outside the workplace or with other students employed in the workplace except in the completion of an assigned task.

Administrative Computers

Student employees must sign and adhere to the responsibilities of the Rice University Student Information Systems Account Application and Security Agreement.