

LEEWARD COMMUNITY COLLEGE
STUDENT EMPLOYMENT WORK AGREEMENT

The University of Hawaii has approved policies and procedures on Student Employment, Administrative Procedure No. A9.880 dated February 2015. Under these procedures student assistants have certain rights and responsibilities. The following is a summary of pertinent policies and procedures. The student and supervisor must initial each article to indicate that the article was read and is understood.

Student Supervisor
Initials Initials

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| _____ | _____ | 1. EQUAL EMPLOYMENT OPPORTUNITY. It is the policy of the University of Hawaii to prohibit discrimination in employment including but not necessarily limited to race, color, ancestry, national origin, religion, sex, pregnancy, age, political affiliation, handicap conditions or veteran status, marital status, and court record. |
| _____ | _____ | 2. CONFIDENTIALITY POLICY. Student employees at the University of Hawaii may have access to confidential information relating to other students, faculty and staff and/or pertaining to the University in the course of performing their duties and responsibilities as student employees. Student employees shall maintain the confidentiality of all such records during and after their period(s) of employment at the University of Hawaii. Any disclosure of information to persons other than their supervisor, or an individual approved by their supervisor, may be grounds for immediate termination, prohibition of future employment and/or disciplinary action up to and including dismissal from the University of Hawaii. |
| _____ | _____ | 3. MINIMUM CREDIT LOAD. Student assistants must be enrolled with a minimum of six (6) credits or more to be eligible for a job on campus. You must inform your supervisor if you withdraw from classes and are no longer registered with a minimum of six (6) credit hours at which time your employment must be terminated. |
| _____ | _____ | 4. SATISFACTORY ACADEMIC PROGRESS. You must have a minimum 2.0 grade point average to continue your employment on campus. Should you receive an unsatisfactory progress report, your supervisor will be informed of your employment status. |
| _____ | _____ | 5. CLASSIFICATION AND PAY SCALE. Your job classification and pay are determined according to your job description. The University of Hawaii establishes the salary schedule for student employment. All student employees will be paid on an hourly basis. |
| _____ | _____ | 6. LIMIT TO HOURS WORKED. Student assistants may not work more than twenty (20) hours a week during regular semesters. If you are appointed to two or more positions, the combined total hours cannot exceed twenty (20) hours a week. For work done during the semester break period and summer, consult with your supervisor. |
| _____ | _____ | 7. WORK AFTER 6:00 PM AND PREMIUM PAY. You must have your supervisor's permission in writing to work beyond 6:00 pm. You are entitled to premium pay of an additional sixty cents (0.60) per hour for work completed between 6:00 pm and 6:00 am. However, if the work schedule is for your convenience (submit in writing to your supervisor) to allow you to attend classes, or for any reasons, the premium pay does not apply. |
| _____ | _____ | 8. OVERTIME PAY. You are entitled to overtime pay if your supervisor requests that you (a) work more than either (8) hours in a workday, (b) work more than forty (40) hours per week, or (c) work on any day which is a legal holiday. Authorization for overtime must have prior approval in writing by the respective Dean/Director or authorized supervisor. |
| _____ | _____ | 9. PAY INCREASE. A yearly step increment must be given on the anniversary date of initial hire, promotion, or last step increase, provided that you worked a minimum of 400 hours. Step increases must be attained in sequential order. (Student assistants who have attained the top step of their assigned class do not qualify for further step increases.) |
| _____ | _____ | 10. PROMOTION. When promoted to a higher class, the student assistant will be placed at Step 1 of a new class (A1-4 to A2-1). Student assistants cannot be required to work at a higher class except for on-the-job training in preparation for promotions. |

- _____ 11. REST PERIOD. You are entitled to a ten (10) minute rest period for completion of four (4) hours of continuous work at the discretion of the supervisor. An unpaid meal break of not less than thirty (30) minutes shall be offered if the student is expected to work in excess of four (4) hours.
- _____ 12. WORK DURING EXAMINATION PERIOD. If you have examination(s) to take, and wish to take time off, inform your supervisor ahead of time so that your work schedule may be rearranged. You are responsible to inform your supervisor of your class schedule and your examination schedule.
- _____ 13. ABSENCE. If you are unable to work as scheduled, or if you are ill or unable to report to work, inform your supervisor prior to your scheduled work time.
- _____ 14. EMPLOYMENT STATUS. The first ninety (90) calendar days of your employment is considered a training period and you may be terminated at any time during that period. After the training period, student assistants who are terminated must be notified by their supervisor in writing at least two (2) weeks prior to termination date. If you feel that you have been unfairly terminated, you may file a grievance (See item #16 below).
- _____ 15. RESIGNATION. If you plan to terminate your employment, you should inform your supervisor in writing at least two (2) weeks prior to your resignation.
- _____ 16. GRIEVANCE PROCEDURE. A grievance is an allegation that there has been a violation, misrepresentation or misapplication of a provision of the Administration Procedure A9.880. You should attempt to resolve the grievance on an informal basis with your immediate supervisor. If you are unable to resolve your problem with your supervisor, you should contact the Human Resources Officer, who shall attempt to settle the grievance through mediation. If the grievance cannot be settled informally, you may pursue the matter through a formal grievance procedure. The formal grievance must be filed within ten (10) working days after the Human Resources Officer informs the student that informal procedures have been exhausted. The following exceptions are not subject to the grievance procedures:
- a. Terminations during the ninety (90) calendar day training period
 - b. Determination of pay classification of student assistant positions

Print Student Assistant's Name	Initial	Date
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Print Supervisor's Name	Initial	Date
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cc: Student Assistant
Supervisor