

Berea College Student Labor Contract

This is an agreement between Berea College Students and Berea College concerning the College's labor program. It records the basic commitments of the students and the College to that program and should be read carefully. To understand this contract better, students should read the policies and procedures of the labor program recorded in the College catalog, *Handbook For Students*, and other documents. The labor program is an important part of the total educational program of the College and knowing its conditions and requirements can contribute to a happier and more productive stay at Berea College.

THE STUDENT, IN ACCEPTING ADMISSION TO THE COLLEGE, AGREES TO:

- A. participate in the labor program as provided in the College catalog and other policy statements.
- B. fulfill a first year labor assignment as designated by the College and to secure or accept a student labor position from among those available in subsequent years.
- C. work a minimum of 10 hours per week and adhere to the work schedule as required by the position and arranged with the supervisor.
- D. work any additional hours contracted as scheduled and to secure approval for contracts for more than 15 hours per week from the Dean for Labor.
- E. complete a labor status change form (individual job contract) for each position held, or for any change in a position, as a supplement to this contract as approved by the Labor Office.
- F. secure approval for absences from work and arrange to make up hours with the labor supervisor in advance of the absences if possible and to notify the supervisor of any unexpected absence.
- G. strive to meet duties, responsibilities, and standards required by the labor position and defined by the supervisor.

AND THE COLLEGE AGREES TO:

- A. provide each student with opportunities for work-learning experiences fostering the goals of the labor program.
- B. provide a labor grant toward the "cost of education" for all students and in addition provide direct payments in accordance with the College's student labor pay system.
- C. offer opportunities for advancement in skill and responsibility and in payment accordance with the College's classification and pay plans.
- D. maintain all labor records in the interest of effective administration and documentation of student experience, and in accordance with general College policies and relevant legislation such as the Educational Rights Act of 1974 (Buckley Amendment).
- E. conduct individual labor evaluations and provide each student a copy of the evaluation.
- F. promote equal opportunity and comply with related laws.
- G. provide a labor grievance procedure whereby complaints about the labor program can be resolved.
- H. make available to students in writing any changes in procedures for the implementation of any of the conditions of this agreement.

STUDENT STATEMENT

In signing this contract, I agree to carry out my labor assignment to the best of my ability. I understand and agree to the conditions set forth in this contract. In addition, I am aware that failure to meet the requirements and conditions of this contract can result in disciplinary action. I also understand that this contract is effective for the length of my enrollment and that I will receive a copy for my records.

_____ Student Signature _____ Date

_____ Student Printed Name

COLLEGE STATEMENT

Berea College agrees to the conditions and requirements set forth in this contract and will make every attempt to insure the fair and equitable operation of the labor program. The college reserves the right to revise procedures and/or forms for the implementation of the above agreement.