

Introduction

The Student Worker Program is a student service organization that provides work scholarships to students who, in return, provide services to the Loyola Marymount University community. Since its founding in 1957, the Student Worker Program has provided its members with a set of ideals that sustain the Program and develop each Worker's potential as a person. These ideals include responsibility, honesty, dependability, integrity, friendship, service leadership, and a strong work ethic. The perpetuation of these ideals is a Student Worker tradition and the responsibility of every Student Worker to uphold.

Along with this tradition comes a spirit of faithful, dependable, conscientious and exceptional service, which has been the trademark of the Student Worker Program from its conception.

These ideals and spirit of service are the responsibility of every Student Worker.

Dedication of This Handbook

The Student Worker Program has gone through many changes over the years. The essence of hard work, friendship, and family has stood the test of time. In the course of its existence, the Student Worker Program has become more diverse, influenced by the various generations of Workers who have become a part of its history. As time passes, each new class of Workers has brought with it a special "group" personality of its own.

For those of us who have passed through the Program, the value of friendship is clearly understood and appreciated, as is the satisfaction of contribution to the growth of the program. It is to Workers of the past and present that this handbook is dedicated, with the hopes that generations of Workers to come will carry on the ideals of the Program and better serve the University and their fellow members.

Whatever the personal aims and goals of its members, the Student Worker Program, above all, is a group of students, each with special personalities and skills, working together to serve the University.

Student Worker Tradition

For over 50 years the Student Worker Program has evolved from a small group of students to a staff of twenty-four. During this period, a solid foundation has been laid, built on memories, responsibility, hard work, hope, and friendship. A strong legacy distinguishes this program from most others at LMU. The acknowledgement of tradition and the continuation of the long and proud history of the Program are part of the education of all Student Workers.

Work Ethic

The work ethic of the Student Worker Program stems from a commitment to hard labor. This distinguishes the program as one of the most respected service organizations at Loyola Marymount. The Student Worker Program prides itself in its commitment to hard work. This is the basis of all the work we do, the justification of our existence, and the long-standing traditions and ideals that encompass the Student Worker Program.

1. Student Workers are expected to go above and beyond the call of duty.
2. Student Workers are expected to be punctual, and to be present both physically and mentally on the job.
3. The more effort a Student Worker puts into a job, the more he or she can benefit from that job.
4. The Student Worker Program emphasizes teamwork and worker unity.
5. Student Workers are accountable for their actions; you not only represent yourself, but also the program as whole.
6. Student Workers are expected to work honestly, conscientiously, and with the utmost integrity.

Seniority

Seniority is based upon the amount of time a Worker has been in the Program. Seniority plays a significant role in preference to volunteer jobs, crew jobs, and selection of roommates and apartments. However, job placement and some other appointments are not entirely based on the level of seniority. The awarding of benefits and privileges also involves a strong work ethic, positive attitude, exceptional performance and overall commitment to the Program. Seniority is based upon a test of the handbook at the conclusion of orientation week.

Student Worker Events and Socials

Throughout the year the Student Workers host various dinners, parties and events. Some of these activities include our annual Worker Retreat, Formal, Award BBQ, Alumni BBQ, Rookie Barbecue, Thanksgiving Dinner, End of the Year Dinner, and many other events. All Workers are encouraged to participate in the various Student Worker activities to make them a success. The Social Committee and the Executive Body plan all Student Worker events and socials; however, help from crew members is always more than welcome.

Important People and Committees in the Program

The Executive Body

The Executive body of the Student Workers consists of the General, the Vice General and the Moderator. Together they enforce the rules and regulations set forth in the Student Worker Handbook and in the University Code of Conduct. They are responsible for undertaking any disciplinary action against Workers who fail to adhere to these rules and regulations. The Executive Body also has the authority to place a Worker on probation or recommend dismissal from the Program. Other responsibilities of the Executive body include supervising the hiring process, presiding over the election process and the appointment of committees, coordinating all Student Worker events and socials, mediating roommate conflicts, and determining the Workers' placements in the various departments. Other responsibilities of the Executive body include serving on the selection committee, scheduling and assigning volunteer jobs to crew members, and notifying department supervisors of any significant changes in the program. The Executive body is a team and works together to lead and to supervise the Student Worker Program.

General of the Student Worker Program

The General is the presiding officer of the Student Worker Program. The General, who is elected by the crew, officially represents the Program to Loyola Marymount and the greater community. The General also serves as the liaison for the Student Worker Program and the campus community. He or she helps the Vice General schedule jobs for the troubleshooters, and communicates with both supervisors and crew members through evaluations and formal meetings. He or she is responsible for overseeing the duties of the Vice General and the Student Worker crew. It is the General's responsibility to lead by example during crew jobs and crew events, and to keep morale high.

Vice-General of the Student Worker Program

The Vice-General assists the General in all duties and prepares to assume the position of the General the following year. The Vice-general oversees the payroll process, time sheets, and the budget. He or she must also document each worker's weekly hours, especially at crew and volunteer jobs. The Vice General must also post crew and volunteer job hours and notify Workers of any outstanding fines. He or She supervises the Troubleshooters, schedules jobs, and maintains the team's work schedules. See page 5-6 for more information about Vice General qualifications and elections process.

Moderator of the Student Worker Program

The moderator for the Student Worker Program oversees the procedures carried out by the Executive Body and serves as an administrative advocate for the Student Workers, representing their needs and concerns to the University.

Chaplain of the Student Worker Program

The Chaplain provides spiritual guidance, facilitates personal growth and development, and builds community within the program. He or she plans retreats and meetings, as well as counsels and advises both the individual worker and the crew.

Judicial Committee of the Student Worker Program

--The Judicial Committee consists of two Workers appointed by the General and Vice-General, and three additional members, elected by the Student Worker crew, at a special election held by the Executive Body. The Committee serves from September 1st to August 30th

The purpose of the Judicial Committee is to check the decisions and recommendations of the Executive Body, to make recommendations to the Executive Body while representing crew opinion, and to defend and interpret the ideals of the organization. The Judicial Committee shall meet as needed to discuss ideas and issues concerning the organization. The executive body serves as the voice and advocate of the Crew to the Executive body. See *page 25* for regulations on appeals to Judicial Committee.

Selection Committee of the Student Worker Program

--The selection committee is composed of the current Vice-General, the newly elected Vice-General, and 4 Student Workers. The Crew selects three of the four Workers, and the General and Vice-General appoint the fourth and final member. This committee meets to select the following year's rookie class. This includes advertising position openings, reviewing applications, conducting interviews, and participating in feedback sessions with the Executive Body. The members serve on the committee from March 1st to June 30th.

--Seniors may not serve on the selection committee. In addition, any Student Worker who is related to an applicant or has a close, personal relationship with an applicant may not serve on the Student Worker selection committee. A mere recommendation or referral to the program does not qualify as a close, personal relationship. If this applies to the General or the Vice General, they will still serve on the committee but cannot participate in feedback sessions or recommend final selections.

Interim Selection Committee

--An interim Selection Committee will be selected in the event that a placement must be made before or after the Selection Committee's Term. It will consist of four members, one selected by the Crew and the last three selected by the Current General and Vice-General. The Interim Selection Committee performs the same tasks and duties as the Selection Committee, and do the same rules apply to this committee.

Social Committee

--The Social Committee is responsible for organizing events and the social aspects of the Student Worker Program. It consists of six members. The Crew elects two members and the General and Vice-General appoint the remaining four. Each member of the Committee takes a separate leadership role in overseeing each individual area of interest. The Social Committee must meet after the first CT of each month.

--The Committee heads are as follows: Student Worker "Special Events" (2), Intramural Sports, On Campus Events , Off Campus Events, Fundraising

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Committee Responsibility

The Executive Body reserves the right to reappoint any committee members (Judicial, Selection, Social) who are not able to fulfill their duties and responsibilities. The Executive Body will communicate these decisions to the committee. Student Workers will only be paid for committee work that is completed.

Vice General Elections Information

Vice General Qualifications

- All applicants must currently have and maintain a cumulative GPA of at least 2.5 during each semester on the Executive Body. Students must also be free from disciplinary probation.
- Be classified by the university as having full-time student status. Must maintain full-time undergraduate status during tenure as Vice-General.
- At least one year experience in the Student Worker Program is required and sophomore level or above is highly recommended.
- Be able to work as a Student Worker Vice-General for one full year and Student Worker General for the following year.

Vice General Nomination Information

- Any Student Worker may nominate any other eligible Student Worker.
- You may nominate yourself.
- The General and Vice General may not nominate someone.
- Veterans need a nomination and a second in order to run.
- Rookies require a 2/3 approval vote in order to run.

Vice General Elections Night

Speeches

Each candidate will give a brief speech to the Student Worker body.

Q&A

- Every Student Worker is entitled to ask the candidates at least one question.
- No one will be required to ask a question.
- Workers may ask more questions if time permits.
- Questions phrased as personal attacks will not be permitted.

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Voting

- **You must be present at the Elections Meeting to cast your vote.**
- All votes are conducted by secret ballot. The votes are counted by the General and the Vice General with the moderator.
- The General and the Vice General may vote.
- The candidate with the majority of the votes is declared the winner. In the case of a tie, the Vice General serves as the tie-breaker.
- If there are three or more candidates, a first round of voting shall be conducted. The two candidates with the most votes will then remain for a final round of voting. Each Worker will cast a second ballot voting for either of these two candidates.

The Crew

The crew consists of twenty-four students, working in various departments across campus. These departments include:

<i>Department/Office</i>	<i>Number</i>
Athletics	2
Career Development Services	1
Controller's Office	2
Executive Body	2
Facilities Management	2
Campus Recreation	1
University Relations	1
Recycling Program	7
Registrar's Office	1
Student Leadership and Development	1
Troubleshooters	3
Student Housing Office	1

Student Worker Job Descriptions

Athletics

The Student Worker position in Athletics works with special events including set-ups, ticketing, and marketing. Duties consist of daily management for the spirit shop, inventory, and reconciliation of store sales. This position also helps run day-to-day ticket office duties and game day management for Athletics events including selling tickets, running promotions, and ushering. The Student Worker in Athletics assists with the coordination of event managers and students for game management. This position requires high level of responsibility and top customer service at all times.

Campus Recreation Facility

One Student Worker currently holds a position in Burns Recreation Facility. This position is responsible for supporting the day-to-day operations in the department of Campus Recreation with regards to facilities and equipment. This includes working the front desk and fitness center, assisting with detailing of the facility, assisting event coverage, assisting with managerial coverage of the building, and light clerical work.

Career Development Services

One Student Worker currently holds a position in CDS. The Internship Coordinator provides administrative support for all aspects of the Internship Program including program development and day-to-day operations. The Student Worker in CDS must be a team player and have effective communication, organizational, interpersonal, and strong time management skills. Experience working with the public and in an office setting is ideal. The Internship Coordinator will deal with MS Word, Access, PowerPoint and Excel and a working knowledge of these programs is important.

Controller's Office

Two Student Workers currently hold positions in the Controller's Office. These students assist with keeping student accounts receivable accounts current by ensuring timely and accurate recording of financial activity. They provide student financial customer service for faculty, staff, students and visitors; and perform cashiering duties for LMU community. They are also responsible for reviewing student financial transactions, daily balancing and auditing current transactions. This job develops customer service skills, leadership qualities and requires a high level of financial responsibility and intellect.

Executive Body

The General and Vice-General together constitute the Executive Body. The Executive Body governs the Student Worker Program.

Facilities Management

Two Student Workers currently hold a position in Facilities Management. The positions consist of filing, data entry, clerical work, running errands, answering telephones, assisting customers, processing invoices, completing inventory, and assisting the help

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desk. Duties also include hands-on work throughout campus facilities. These positions require a high level of responsibility, and also develop communication skills.

Recycling Program

Seven Student Workers currently hold positions in the Recycling Program. This program was founded by the Student Workers and to this day is still a great source of pride for the Student Worker Program. The duties of the Recycling Team include transporting materials, sorting out recyclable materials, and tending to the overall recycling needs of the university. The LMU Recycling Program is one of the most successful University recycling programs on the west coast. This program has won several awards for its outstanding recycling efforts, and benefits the University in many ways.

Registrar's Office

The Student Worker position in the Office of the Registrar has the responsibility of handling student records with accuracy, speed, and discretion. The Student Worker occupying the position develops a thorough understanding of academic records-keeping, specific LMU Registrar procedures and policies, and general office functions. The Student Worker is a model and a resource to the work-study employees within the office. This position strengthens customer service skills, and requires a high level of responsibility.

Student Housing Office

The Student Worker in the Student Housing Office is involved with almost every aspect of the department's operations. Specific projects will include coordinating and administering the ACUHO-I/EBI Quality of Life survey in cooperation with the Residence Life staff, creating and editing student housing publications, communicating and working with other departments who provide services to residents, inputting damage billing data and working on the damage billing process, participating on the SHO web site committee, coordinating Health & Safety Inspection packets, assisting with key & access issues, assisting with opening & closing the residence halls, and supporting the daily operations of the office. It is expected that the Student Worker in this position work opening weekend in August, the last day of exams in May, and the months of May and June (damage billing).

Student Leadership and Development

One Student Worker currently holds a position in Student Leadership and Development. This student assists with the daily operations of Student Leadership and Development by supervising other student employees and taking the lead role on departmental projects. Duties include but are not limited to providing customer service, answering phones, assisting with event scheduling, tracking and recording publicity sign ups, processing Student Worker 60's, general office support, and any other projects deemed necessary.

Troubleshooters

Three Student Workers currently hold positions as troubleshooters. This is one of the most coveted Student Worker positions because the Troubleshooters perform the widest range of tasks for the University. They are called upon to move furniture, hang banners, move offices, and do almost everything that does not fall under specific departments in the University. This position allows for a wide variety of interactions with numerous departments, faculty/staff, Jesuits, Student Managers, and student organizations.

University Relations

The Student Worker position in University Relations is a leader in the department and has the responsibility of handling confidential information in regards to LMU donors and alumni. The Student Worker executes many assignments that are necessary in accomplishing departmental goals including scanning and indexing documents for the Research department, researching data and updating the database accordingly, registering guests for major events on campus, assisting the Special Events Department in the organization of major events, creating mail merges for mass mailings, handling phone calls, and training work study students to operate various databases.

Crew Requirements and Responsibilities

Campus Trash

Every Student Worker is required to be present at campus trash (CT) meetings during the school year and summer months. CT is held on Saturday mornings at 8:00 am during the school year and on Friday afternoons at 5:15 pm during the summer. These times are subject to change but only with prior notice. Regular CT meeting times are announced at the beginning of each semester. Before CT is performed, the crew meets for job assignments, and to address pertinent issues concerning the Program. Unexcused absences will lead to fines and excessive absences will lead to disciplinary action. CT will be cancelled on all Holiday weekends.

18/40 Rule

All student Workers are required to work a minimum of 18 hours a week in primary placement plus 2 CT hours whenever school is in session. Workers are required to work a minimum of 40 hours a week during any break periods. Workers are subject to fines for any weeks when 18/40 hours are not met. Any sick days or TOR's must be communicated to the General or Vice-General, and will not be held against the 18/40 rule. TOR's, sick days and short weeks negate the 18 hour rule. (However, if for example, a student worker used a TOR on Monday, they are still expected to work their normal hours Tuesday through Friday) For sick day and TOR regulations, please see pages 14-15.

Crew Jobs

The Student Worker Program performs a variety of jobs for different departments throughout the year. These jobs are separate from each Worker's regular job, and usually fall on the weekend and off-hours. Most Crew Jobs performed are usually "behind the scenes" set-ups that entail long hours of heavy lifting. Crew Jobs are mandatory and include, but are not limited to: Student Worker Orientation, Alumni Weekend, Open House, Family Weekend, Wine Classic, Preview Day, Commencement, and Loyola Law School Commencement. Crew Jobs can also be called and scheduled by the Executive body, provided adequate notice is given. Missing a crew job will result in a fine and excessive absences will lead to disciplinary action.

Membership Eligibility Requirements

Undergraduate students at Loyola Marymount University must maintain a minimum cumulative GPA of 2.0 or higher and be in good academic and behavioral standing in order to be eligible to participate as a member of registered student club, organization or University program. Individual groups may impose a higher standard.

Students not meeting the eligibility requirements may be removed through an administrative review process conducted by Student Leadership and Development or the University Program's sponsoring department. All decisions are subject to appeal in writing to the Associate Vice President for Student Life or the University Programs lead administrator.

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Organizations and University Programs that have and follow an established member academic improvement program, which has been approved by Student Leadership & development, may be given deference to handle membership GPA eligibility issues within their organization or program.

General & Vice General Requirements

Undergraduate and graduate students at Loyola Marymount University must maintain a minimum cumulative GPA of 2.5 or higher and be in good academic and behavioral standing in order to be eligible to serve in a leadership position in a registered student club, organization or University Program. Individual groups may impose a higher standard.

Students not meeting the eligibility requirements may be removed through an administrative review process conducted by Student Leadership and Development or the University Program's sponsoring department. All decisions are subject to appeal in writing to the Associate Vice President for Student Life or the University Programs lead administrator.

Volunteer Jobs

All Workers are expected to perform volunteer jobs as they arise. First year Student Workers are encouraged to volunteer their services more often to gain experience and further their understanding of the role they have as LMU Student Workers. Volunteer jobs are usually scheduled during the weekend and off-hours. In the event that not enough Workers volunteer to complete a given job, the Executive Body holds the right to require those Workers with the lowest seniority to help in the completion of the task. It is the Worker's responsibility to sign up for the jobs, and to make sure the Vice-General knows that they are doing the volunteer job. Workers should only sign up for those jobs which they know that they can attend. Signing up for Volunteer jobs and canceling at the last minute is considered unacceptable and any Student Worker who does this repeatedly will face disciplinary action. Failing to show up for a volunteer job when signed up for that job will result in a fine. Workers with space in their cap may do volunteer jobs freely, otherwise it is their responsibility to budget their Volunteer hours as they see fit.

Seniority Jobs:

Seniority jobs are only offered to a limited amount of people. If the seniority job requires supervision, the General and/or Vice General may be permitted to sign up regardless of seniority. If the job is one which does not require supervision (e.g. shuttle service), the above statement will not apply.

Sign-ups for seniority jobs are closed 24 hours before the job, unless there is less than 24 hours notice for the Job. If a Student Worker crosses his/her name off of a seniority job, it is his or her responsibility to find a replacement, utilizing the seniority list.

Orientation

Orientation is mandatory for all first year Student Workers. The orientation session explains Student Worker traditions and procedures. It also provides the opportunity to familiarize our newly hired Workers with the LMU community, its procedures and policies. The orientation also promotes an awareness of balance among academics, work, and social interests, while serving in the Student Worker Program. Several activities during Orientation will be mandatory for all Student Workers so they can familiarize themselves with the rookies.

Teambuilding

Teambuilding Opportunities are provided throughout the year. These activities include a challenge course, Student Worker Retreat, meetings with the chaplain, monthly training sessions and monthly BBQ's. No TOR's will be accepted, unless under extreme circumstances, once the date has been announced. Failure to attend any of these events will result in a fine.

Important Employment Information for Student Workers

\$45's or \$90's

Every Student Worker has the option of taking forty-five dollars per week out of his or her student account at the Controller's Office. The forty-five dollars is debited from the Worker's student account twice a month.

\$60's

During the summer, winter, and spring breaks, Student Workers are given a weekly sixty-dollar stipend. This money is allocated by the Department of Student Leadership and Development and distributed by the Controller's Office. This stipend is not debited from the Worker's account like \$45s; rather it is distributed from the Student Worker Scholarship account. Each Student Worker receives sixty dollars only when he or she works five weekdays (minimum four hours per day). Ten dollars are deducted for each day not worked, sick days, and T.O.Rs. At least one day must be worked in order to collect any portion of the \$60's.

\$10	+	\$10	=	\$60
For the whole week You must work at least one day of the week.		Each day for Monday to Friday. You must work at least 4 hours in the day.		TOTAL
Weekends and Holidays do not count.				

Class/ Work Schedule

It is the responsibility of the Executive Body to maintain an accurate class/work schedule for each Worker. Work schedules are developed in relation to class schedules. The purpose of these class/work schedules is to familiarize the Executive Body with each individual's workload and to have an idea of where each worker is in case an emergency work situation presents itself. Failure to submit a class and work schedule will result in a fine.

This also ensures that the minimum requirement in the primary job placement is being completed per week during the academic year and 40 hours in the primary job placement per week during the remainder of the year. If the mandatory hours are not met, the Worker is subject to disciplinary action such as probation. If the situation continues, the Worker may have their employment terminated.

Contract

The Student Worker contract is an important document renewed annually by every Student Worker. It states acceptance of all Student Worker standards, guidelines, procedures and traditions. Contract renewal depends on the Worker's performance and adherence to the ideals and traditions of the Student Worker Program. The Worker's performance is evaluated by the Executive Body, job supervisors and the Student Worker moderator and is based on standard performance criteria.

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Seniors:

Graduating Student Workers may terminate their contact after Law School Commencement, but before June 30, provided they give the Executive Body two weeks notice of departure.

Loyola Marymount University Student Worker Program Employment Agreement/Contract

This agreement is made and entered into between **Student Worker** hereafter referred to as a Student Worker, and the Loyola Marymount University Department of Student Leadership & Development, hereafter referred to as the University, for the purpose of providing services as a Student Worker.

Term of Agreement

- I. The term of this agreement shall be from **July 1st, 2007 to June 30, 2008.**

Remuneration

- II. In consideration for the services provided by the Student Worker, the University agrees to the following remuneration.
- A. A pay rate of \$13.00 per hour.
 - B. Guaranteed living accommodations in designated on-campus Student Worker University Housing.
 - C. Compensation of on-campus University Housing for the time period outside of the Fall and Spring semesters.
 - D. The opportunity to earn up to \$46,559: the cost of tuition, room, board, and fees.

Expectations of Student Workers

- III. The Student Worker agrees to abide by and fulfill the following expectations.
- A. Maintain a minimum cumulative & semester GPA of a 2.0. (*General and Vice General must maintain a minimum cumulative & semester GPA of a 2.5.*)
 - B. Reside in designated on-campus Student Worker University Housing with current and new Student Workers.
 - C. Completion of Financial Aid application by the priority deadline set forth by the Office of Financial Aid.
 - D. Ability to fulfill the requirements set forth in the Student Worker Position Description
 - E. Prompt and regular attendance at the Student Worker's primary job placement, Crew Jobs and Campus Trash.
 - F. Completion of a minimum of 18 hours of work at the primary job placement during Fall and Spring semesters when classes are in session.
 - G. Completion of a minimum of 40 hours of work at the primary job placement when classes are not in session.
 - H. Compliance with the maximum earning amount set by Student Leadership & development according to your Financial Aid Package.
 - I. Compliance with all rules, regulations, policies and procedures of Loyola Marymount University, the Division of Student Affairs, the Department of Student Leadership &

Development, the Student Worker Program, the Executive Body and the primary job placement supervisor. This includes those set forth in the *Student Conduct Code*, including all student housing policies, and the *Student Worker Handbook*.

- J. Observance of all cart safety rules and regulations.
- K. Compliance with all directives and disciplinary actions of the Student Worker Executive Body which are related to job assignment, work performance and LMU regulations.
- L. Development of positive relationships, addition of value to the Student Worker Program and the maintenance of a positive attitude in all dealings with the supervisor, the crew, the Executive Body, and all University departments and personnel.
- M. The acceptance and continued perpetuation of the Student Worker tradition while upholding and promoting the ideals of the program set forth in the *Student Worker Handbook*.

Termination

- IV. A. This agreement may be terminated during its term as follows:
 - 1. By mutual agreement of the parties listed herein.
 - 2. By the Student Worker giving the Moderator of the Student Worker program (Student Leadership & Development) thirty (30) days advanced written notice. (Student Workers who resign voluntarily will be held responsible for paying any housing vacancy charges that may occur while a replacement is sought)
 - 3. Failure to uphold the Drug Free Workplace Policy as listed in the *Student Handbook*.
 - 4. If the Student Worker fails to fulfill the duties as outlined in the Student Worker Position Description and this agreement.
 - 5. The University reserves the right to terminate the Student Worker if behavior warrants such action. The Student Worker will be provided due process through the Student Worker Executive Body and the Student Worker Judicial Committee.
- B. Both parties acknowledge that this agreement is binding and will be accepted once the signatures appear on the contract. It is understood that a breach of this contract may be grounds for dismissal from the Student Worker Program. It is understood that compliance with this contract will be necessary to be re-hired to the Student Worker Program for the following contract year.
- C. It is understood between the parties that if evicted from on-campus housing and/or placed on disciplinary probation by Judicial Affairs, the Student Worker shall be dismissed from the program. Appeals will heard as described in the student conduct code.

Student Worker

Date

Student Worker General or Vice General

Date

Student Worker Moderator

Date

Evaluation Process

The Student Worker Evaluation Process occurs two times during the year: once in the fall and once in the spring. The evaluation process consists of an assessment of the Student Worker by the supervisor and later by the Executive Body.

The evaluation is:

- Reviewed with the Student Worker by the Supervisor.
- Submitted to the Executive Body.
- Reviewed with the supervisor by the Executive Body.
- Reviewed with the Student Worker by the Executive Body, if necessary.

Files

Each Student Worker has a comprehensive personnel file maintained by the Moderator. This file may include a copy of the contract, past evaluations by supervisors and the Executive Body, performance critiques from crew jobs, volunteer jobs, CT and Student Worker Events, past time sheets and hour logs, and other relevant information. These files are not to be used without the authorization of the Executive Body.

Housing Contract

Housing contracts are completed on an individual basis. If a Student Worker fails to complete their housing contract by the specified due date, the Student Housing Office will enforce consequences such as the deactivation of One Cards. In addition to the contract, it is the responsibility of every Student Worker to have their One Cards coded each year, and to complete a Room Condition Report upon moving in.

All Student Workers are expected to live within the designated on-campus Student Worker University Housing. Student Workers are expected to keep their rooms in excellent condition and to abide by rules set forth by University Housing. This includes maintaining a clean, presentable space outside of the apartments (no furniture outside) as well as ensuring that the apartment is in good condition. Any damages to the apartments are the responsibility of the current residents and will be billed to those residents by the Student Housing damage billing process.

Time Off Request (TOR)

Each Student Worker is permitted two time-off requests per semester during the Academic school year. In the summer months, the Student Worker has the option to take up to three weeks (15 working days) vacation. New Student Workers are permitted to take up to five working days of vacation during their first summer. Senior Student Workers are allotted 7 working days off the summer after their graduation. If Student Workers take additional days off besides the ones allotted, they will be fined. One TOR is equal to one day off, but if a Student Worker only takes a partial day off, they still must submit a full TOR. Student Workers are not responsible for completing their eighteen hours of work during the school year, and their forty hours of work during the summer if

they TOR during the week. Normal hours must be worked, however, during the remainder of the week.

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Time-off requests and vacation periods have to be approved by both the supervisors and the Executive Body before the time-off or the vacation can be taken. TOR's must be submitted no less than 48 hours before the first day taken off. Special approval will need to be obtained from supervisors in the case of transitioning Student Workers. All vacation days are taken without pay. Abuse of these privileges will result in disciplinary action.

Sick Days

The Executive Body will not fine Student Workers if they cannot work due to illness. In addition, the Student Worker does not have to use a TOR if they are sick. However, it is the responsibility of the worker to call both the main supervisor at their job site, **AND** the Vice General. Students who call in sick must either call or e-mail the Vice General during that working day. The VG needs this information in order to process the timesheets and failure to inform him/her will result in a \$10 fine.

Excessive sick days are subject to review. Any sickness progressing longer than 5 working days must be accompanied by a signed doctor's note.

Time Sheets

At the end of each pay period (the 15th and last day of each month), Student Workers must have their supervisor sign their time sheet, and then turn it in to the Vice General. Workers must thoroughly complete their time sheets and document the correct hours they worked. If a worker turns in their time sheet late, they will be fined, and there is no guarantee of timely pay. If they falsify records on time sheets, they will face disciplinary action by the Executive Body and a possible university judicial hearing.

Wage Payment Contract

The purpose of the wage payment contract is to authorize the University payroll office to deduct 90 percent of the net wages from Worker's paychecks to be deposited into each Worker's individual student account. Percent checks reflect the remaining 10 percent of one's earnings and are distributed on the 15th and 30th day of each month to the Student Worker's direct deposit account. Wage payment contracts also authorize the payroll Office to withdraw Student Worker fees, which are five dollars per pay period, and Student Worker fines, when applicable.

Payroll Forms (W4, DE4, Form I-9)

It is the responsibility of the Student Worker to ensure that all Form I-9, W4, DE4 forms are properly completed and signed by the first-year Student Workers. The W4 form permits the employer, LMU, to withhold the correct amount of Federal Income Tax from the Worker's pay. The DE4 allows the employer to withhold the correct amount of California State Income Tax. Form I-9 verifies the Worker's legal status in the country, along with the Worker's eligibility for employment. The following documents are necessary for completing Form I-9; a state issued driver's license, along with either an original Social Security Card, or birth certificate issued by the state, country, or municipal authority bearing its original seal. Direct deposit is mandatory.

Working Overtime: Breaks, University Holidays, & Weekends

- Student Workers are not permitted to work university holidays without prior written approval from the moderator. An e-mail must be sent by the supervisor to the moderator expressing need for the student and requesting permission for that student to work on a holiday.
- Student workers must take a 1 hour lunch break when working an 8 hour day. No 9-hour shifts are allowed unless supervisor provides prior written notification to the moderator.
- Failure to obtain written notification of holiday or overtime work, will result in loss of hours for those days or weekends worked.
- Student Workers do not have to work undergraduate holiday's, but may elect to in the event that there offices are open. Undergraduate Holiday's include winter, mid-semester, and spring break.

Academic Study Trips

The Student Worker Program understands the importance of study trips to the overall learning experience.

An academic study trip shall be considered any trip, domestic or abroad, which is sponsored by Loyola Marymount University for the purpose of enhancing a student's academic experience.

Student Workers are encouraged to utilize their TOR's in order to participate in academic trips. If students wish to participate in a trip which is longer than the time allotted in TOR's for that period, they must adhere to the following guidelines. These guidelines have been established in order to provide Student Workers with important learning opportunities. Above all please remember that when planning an academic study trip communication with General, Vice General, and Moderator is essential.

- 1) Students must have been in the Student Worker program for one full year before enrolling in an academic study trip.
- 2) Students may only enroll in ONE trip during their service with the Student Worker Program.
- 3) The maximum trip time is five weeks.
- 4) Academic study trips may only be taken during a break period.
- 5) If a Student Worker wishes to study abroad during the academic year, his or her spot in the Student Worker Program will not be guaranteed. He or she must re-apply, seniority will be lost, and the student, if hired back, will again have to work in the recycling yard.
- 6) Students who enroll in an academic study trip forfeit all of their TOR's for that break period. Additional TOR's will result in appropriate fines.
- 7) Interested Students must arrange a meeting with the General, Vice-General, and moderator to declare intent no later than two months prior to the trip date.
- 8) Interested students must meet with their current and/or future supervisors to declare intent and make arrangements for their absence no later than a month and a half prior to the trip.

Internships

The Student Worker Program acknowledges the importance of internships to the overall learning experience. All Student Workers wishing to participate in an internship must meet the following guidelines. Communication is essential.

During the Academic Year: Student Workers may participate in an internship provided that they still meet all of their requirements for the Student Worker Program. All internships must be approved by LMU.

During the summer: Student Workers may participate in a summer internship if...

- 1) That internship is directly related to their major course of study or intended post graduate work.
- 2) The internship has been approved by the Office of Career Development Services.
- 3) The Student Worker works a minimum of 30 hours per week during the normal working time frame.
- 4) The Student Worker has met with their placement supervisor, obtained permission, and made arrangements for their absence.
- 5) The Student Worker has met with the General, Vice General, and moderator to declare their intent.

Summer School

Student Workers who wish to enroll in summer school at LMU or elsewhere must still work 40 hours a week Monday through Friday, and are strongly encouraged to enroll in night classes in order to do so.

Cart Usage

All Student Workers are cart certified in order to assist the crew during several jobs. New Student Workers must pass a cart safety test and sign a contract in order to drive carts, and returning Student Workers must attend a refresher course in order to continue driving the carts.

University Wide Cart Safety

Cart Safety Program Attachment B

Safe Cart Driving Requirements

DO:

Operate carts only if qualified and tested (current driver's license required).
Visually inspect cart for problems before use.
Wind up power cord so it is out of operator's way.
Make sure that all loads are stable, centered, and secured.
Ensure passengers are seated in a designated seat
Make sure the key is turned to the full on position BEFORE releasing hand brake
Make sure foot is on the foot pedal brake PRIOR to releasing hand brake
Release hand brake PRIOR to using the accelerator pedal
Cross the campus on designated streets (i.e.: Ignacian circle and other streets)
Use hand signals for stopping, turning left, and turning right.
Be especially cautious when rounding blind corners and backing up.
Obey STOP signs and be cautious at entrances to main sheets.
Drive with lights on at dusk, dawn, night and heavy fog.
Drive to the right side of the road so other vehicles may safely pass.
Make left turns from the roadway with caution and good judgment
Drive on cement/asphalt areas when possible.
Come to a complete stop before changing direction from forward to reverse.
Remove key and set parking brake when away from the cart.
Use extreme caution when operating carts on uneven or non-level surfaces.
Drive slowly and cautiously at all times.
Allow' a safe distance between the cart and pedestrians when passing.
Allow pedestrians the right-of-way.
Report all accidents or injuries to Public Safety (ext. 82893).
Report all mechanical problems to the Transportation Section, Operations and Maintenance department (ext 82761).

DO NOT:

Allow yourself or passengers to hang feet, legs or arms off of carts.
Drive with more than two people on front seat or anyone in the back of the cart without sitting in a seat meant for passengers.
Cut corners because this can break the sprinklers and ruin the grass and shrubbery.
Make abrupt directional changes.
Drive with material loaded on the back of the calf without tightened down straps or appropriate netting.
Skid unless under emergency situations because this greatly strains brake components.
Use the accelerator to hold the cart on an incline.
Drive in Mall area unless it is absolutely necessary.
Drive or park on grass unless it is absolutely essential.
Operate carts off of university property.
Part cart in areas that would obstruct fire exits from buildings.
Play or "rough house" on carts.
Yell or scream while operating.

Student Worker Cart Privileges

Cart use is a privilege, not a right. Failure to operate carts safely and responsibly will result in possible revocation of cart privileges.

Student Workers are free to use the carts with the following limitations.

- All carts must be checked out with the Vice General. The General may also check out carts if the Vice General is not available.
- Student Workers may not use carts for any reason during Troubleshooting Hours (7am-5pm)
- No carts may be used after midnight. All carts that have been previously checked out must be signed back in by midnight.
- Only Student Workers may drive the carts once they have been checked out.
- Any Student Worker who loses a cart key will be charged with a \$25 fine in order to replace the key.
- All carts must be parked in designated spots at the apartments.
- The Student Worker who signed the cart out is responsible for that cart until he/she signs that cart back in.
- A Student Worker, who damages a cart in any way, is responsible for paying for any and all repairs.

Student Worker Cart Violations

Failure to observe Student Worker Cart Privileges listed above will result in cart suspension.

1st Offense: Suspension of cart privileges for one week from date of violation.

2nd Offense: Suspension of cart privileges for two weeks plus fine.

3rd Offense: One month cart privileges suspension plus fine

Student Worker Disciplinary Action

Fines

The Vice-General assesses fines. The assessment of fines must not be regarded as a personal attack but, rather, an effort to enforce responsibility within the Student Worker Program. Student Workers will be notified of fines in writing by the Vice General. Any concerns should be addressed to the Vice-General. Appeals to the Vice-General's decision may be made to the Judicial Committee in written form. The fine can be overruled by a majority decision of the Judicial Committee.

The following situations will result in a fine. Failure to comply with a sanction or repeated offenses justifies an increase in fines or the potential for probation.

Crew Jobs:

1. Up to half an hour late for crew job: \$10
2. Every hour absent from crew job: \$15

Campus Trash

Campus Trash is important and should be taken seriously. Fines will increase for repeated CT Violations.

Violations	1 st Offense	2 nd Offense	3 rd Offense	Additional Offenses
Late For CT	\$5	\$5	\$10	+ \$5 each time
Missed CT (No TOR)	\$10	\$10	\$20	+ \$10 each time

Additional offense can result in possible disciplinary actions

Mandatory Crew Meetings and Events

- Late -- \$5
- Missed -- \$10

Time Off Requests:

1. Late T.O.R.: \$10
Must be submitted two days (48 hours) before the date requested off.
2. Excessive use of T.O.R.'s: \$15 per day
Time allowed:
Two working days per semester,
15 working days during summer and,
10 working days during winter break.

During the summer months, Student Workers have 15 TORs. Student Workers who use more than these 15 days will be fined accordingly.

- 1-5 Extra Days \$15 per day
- 6-10 Extra Days \$15 + \$15 Housing Fee per day
- 11-15 Extra Days \$15 + \$15 Housing Fee + 1hr Student Worker Service Per Day

(...continued from page 22)

Over 16 Extra Days	Contract Subject to Review
<i>Sick Days:</i>	
Failure to inform Vice General of Sick Day	\$5 per day
 <i>Carts:</i>	
Second violation of Student Worker Cart Rules	\$10 + 2 weeks cart suspension
Third violation of Student Worker Cart Rules	\$20 + 1 month cart suspension
 <i>Time sheets:</i>	
1. Late time sheets: Each occurrence + \$5	\$5
2. Failure to turn in time sheets for pay period: (2 Business Days after the end of the period)	\$10
Each additional period will increase by	\$5
3. Missing hours (Sixteen to Eighteen Hours)	\$5
(Fourteen to Sixteen Hours)	\$10
(Under Fourteen Hours)	\$20
4. Missing summer hours (40-37)	\$5
(37-and below)	\$10
 <i>Other:</i>	
1. Not abiding by the ideals set forth and agreed to by your Student Worker contract. This usually deals with probation but may also include fines.	
2. Failing to attend any other mandatory events. (Any additional fines not listed will be communicated with the Worker)	

Probation: Academic and Disciplinary

Disciplinary action is served when a Worker fails to uphold the ideals of the Student Worker Program, including: work ethic, attitude, honesty, performance, punctuality, and any other points agreed to in the Student Worker Contract, and the University Membership Eligibility policy.

Probation may be applied for academic and/ or disciplinary violations. It is the Executive Body's responsibility to place any Worker on probation that is not complying with the ideals, ethics, and responsibilities agreed to in the Student Worker Contract. The maximum period of probation is one semester. During that time, the Worker on probation is periodically evaluated with regard to his/her performance. There is the possibility for renewal of probation or, if the transgression continues, dismissal from the Student Worker Program. Should the Executive Body recommend dismissal, the Judicial Committee shall be convened. The Judicial Committee makes recommendation to the Executive Body, who shall make the final decision on all cases.

Any Worker whose GPA falls under a 2.5 will be encouraged to spend more time studying. The 18 hour requirement will be reduced to 15 hours if the Student Worker spends 3 hours studying in the LRC or other academic study center. All study hours must be approved.

Academic probation is applied when a Worker's semester grade point average falls below a 2.0. At that point, the Executive Body will require that the Worker attend tutoring and study hours at the Learning Resource Center, or any other step required by the moderator. Furthermore, the Worker's supervisor will be informed of the situation, at which time the Worker's workload will be reviewed.

Judicial Committee

The job of the committee is to review the situation and make a recommendation to the Executive Body. Their tasks is to review the decision that was made and make a recommendation to the Executive Body on whether or not that decision was just.

Appeals

- I. Appeals must be made in writing within 7 working days.
- II. Appeal may ask that sanctions be reduced or eliminated based on
 - A. Lack of substantial basis in fact to support sanction.
 - B. The sanction is not appropriate for the offense.
 - C. Unfairness in procedures.
 - D. Evidence not know at the time of hearing
- III. Appeal is submitted to the Judicial Committee and reviewed by the Committee and the Executive Body.
- IV. Student Worker is allowed to see the minutes of the meeting.

(...continued from page 25)

Judicial Hearing

- The Worker will receive written notice of a Judicial Hearing at least 48 hours prior to the hearing.
- All meetings shall be closed to the public.
- For each hearing, the following must be present:
 - Judicial Committee (voting members)
 - Student Worker and an optional advisor of their choice. The advisor may only be a current LMU student, faculty or staff member and may not address the Judicial Committee during the hearing.
 - Executive Body, including the Moderator (non-voting members)
- Order of Business
 - Testimony and evidence presented by the Executive Body
-worker may not be present
 - Questions may be asked of the Executive Body
 - Executive Body is released from the hearing
 - Testimony and evidence presented by the Worker
 - Questions may be asked of the Worker
 - Worker is released from the hearing
 - Deliberation of the Judicial Committee
- Worker will receive written notification of the outcome within two working days of the hearing.

Adherence to the Student Conduct Code

The Student Worker Program strictly abides by the University drug and alcohol policy as stated in the *University Code of Conduct* and the *Student Worker Handbook*. This includes using both drugs and alcohol in the Hut and the apartments. The use of drugs is strictly prohibited at all times. Working at one's assigned department, volunteer job, or crew job while under the influence of alcohol or any other illegal substance is strictly prohibited. Violation of any of these policies is grounds for immediate suspension and dismissal from the Student Worker Program without review by the Judicial Committee or any other entity.

The Student Worker Program also strictly abides by the University policy on Hazing, Racial Discrimination, Sexual Assault, Sexual Harassment and the Student Housing Policies. Violation of any of these policies or others in the Student Conduct Code is grounds for immediate suspension and dismissal from the Student Worker Program without review by the Judicial Committee or any other entity.

Revised June 2007

