

This agreement outlines the terms and conditions of student employment at and through Bennington College.

The College has an obligation to establish reasonable standards of work and to evaluate student employees according to those standards. The College also has a responsibility to provide fair conditions of employment and to give its employees a reasonable opportunity to succeed on the job. In an effort to support these endeavors, the College has Student Employment Coordinators in relevant areas of the College to handle student employment matters. Student Employment Coordinators will provide orientation to student employees, review position responsibilities, conditions of employment, attendance procedures and related employment expectations. Student Employment Coordinators will also monitor student performance throughout the term and will counsel students regarding performance issues in writing if appropriate. In most instances, a written warning will be issued to a student whose work performance is not satisfactory and who is in danger of being terminated. However, immediate termination may occur in cases of gross misconduct as defined by the College. Bennington College's Office for Student Engagement must be notified prior to any student termination, and OSE may consult with Human Resources on the issue. Terminated student employees may appeal in writing to the Office for Student Engagement.

Eligibility for Employment: Suitability for employment is determined through academic records for the immediate prior term, a student's adherence to the terms and conditions of student employment, and through performance evaluations. Eligibility for present and future student employment will be based on your employment performance history at Bennington College. Your employment may be terminated at any time during your work assignment for failure to adhere to the terms and conditions of student employment. **If you are terminated from your position for any reason, you will not be eligible for new student employment for 60 days of term time; nonterm-time employment may also be affected. If after returning to work, you are terminated again, you will permanently lose your eligibility for campus employment. Students who find themselves in this situation may appeal in writing to the Office for Student Engagement.** Each department may have their own set of terms and conditions of employment that will be reviewed with you upon hiring.

Performance: You are expected to perform your position responsibilities in an effective, efficient, and cooperative manner at all times. If you fail to perform your responsibilities as expected, you may jeopardize your eligibility for future student employment.

Attendance: You are expected to be punctual for work assignments. If you are unable to work as scheduled, you must notify your supervisor in advance of your scheduled shift so coverage can be arranged. While the College understands that in certain circumstances it may not be feasible for you to provide advance notice, you should make every effort to provide your supervisor with as much notice as possible. If, on three occasions, you fail to report to work as scheduled without advance notification or having been excused, your employment may be terminated at your supervisor's discretion. **If you wish to resign** from your work assignment, you may do so by giving one week's notice to your supervisor. This notice period allows the supervisor time to secure your replacement. Failure to provide adequate notice may jeopardize your eligibility for future student employment.

Work Hours: All work hours must be agreed to and approved by your supervisor. You are expected to work only those hours designated and approved by your supervisor. The maximum number of hours that you can work in any single job or combination of jobs during fall and spring term is approximately 9 hours per week to stay within your \$1,150 earnings limit. During FWT and summer you can work up to 40 hours per week. Exceeding the maximum number of hours per week may result in termination of your employment.

Confidentiality: During the course of your employment with Bennington College, you may come in contact with sensitive and/or confidential information. You are expected to treat confidential information with discretion and you are prohibited from misuse of this information. Failure to do so will result in termination of your employment.

Timesheets/Payroll: You are expected to complete a payroll timesheet by the established due date; your completed timesheet must be signed by your supervisor and returned to Payroll. You will be paid an hourly rate according to the established wage schedule. If you are earning wages through Federal Work Study, you cannot be paid for more than your designated allocation, but you may apply to continue working in your same position under regular pay. Contact the Financial Aid Office to review your allocation to determine how much you can work. You will receive a paycheck on the established pay date for hours worked during the pay period; late timesheet submissions will be paid on the next payroll. Paychecks will be placed in your student mailbox in the Post Office, or if you would prefer to set up direct deposit, you can fill out the [Direct Deposit Authorization](#) form and return it to the Business Office. Falsification of timesheets will result in your immediate termination from employment and will jeopardize your eligibility for future student employment.