

# Student Employment Policies and Procedures

2006-2007

Student Employment Office  
Lower Level, Merion Hall  
2:30 pm – 5:30 pm  
Monday – Friday  
X 7941

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**OBJECTIVE**

- A. To meet the need for a part-time labor force during peak operating times, special functions and the summer session.
- B. To provide opportunities for students to earn money on campus, with room for advancement.
- C. To offer work experience, learn compatibility skills with others and provide exposure to a business environment while contributing to career development and helping to build undergraduate resumes.

**II. EMPLOYEE PLACEMENT****A. First-Year Students**

All first-year students who choose to work on campus are assigned to Dining Services, even if they do not receive financial aid. Dining Services requires a large workforce to meet the needs of the College. This policy has been instituted in order to assure that student jobs are filled. Students also benefit from the dining service experience. It is a great opportunity to meet freshmen from other residence halls. There is also the chance for promotion with a pay increase. Dining Services allows the flexibility needed to accommodate a freshman schedule. Students are assigned to a minimum of 8 hours per week by their supervisor. The only exception to this rule is if a first year student wishes to work as a life guard.

Freshmen who are assigned to Dining Services will receive a letter from the student coordinator of Dining Services prior to the start of the fall semester. During non-academic registration, students will meet with Dining Services representatives. At that time, students will be assigned to a specific dining hall, and will receive a work schedule to accommodate class schedules.

If a first year student wishes to seek additional employment in another department, she must obtain written approval from her Dining Services supervisor and submit this to the Student Employment Office. This approval can be in the form of an email from the supervisor. Students are required to obtain the authorization *prior* to seeking additional employment.

**B. Upper-Class Students**

Upper-class students are advised of on-campus job opportunities prior to the end of the spring semester. Upper-class students are encouraged to seek their on-campus job before leaving for the summer. Job openings will be posted continuously on the Student Employment Office homepage <[http://www.brynmawr.edu/student\\_employment](http://www.brynmawr.edu/student_employment)>.

**C. Students of the Graduate Schools**

Graduate students who seek employment will be treated the same as undergraduate students, and will use the same website to search and apply for jobs. If a graduate student is currently classified as a teaching faculty member, he or she will be placed on the monthly payroll cycle and must be approved by the Provost's Office and processed by Human Resources. These students may also hold hourly paid jobs and will be required to submit those hours to the Payroll Office by the last working day of the month in order to be paid on the

following pay cycle. Students classified as faculty members will be required to pay FICA taxes.

**D. BMC Alumnae**

Once a Bryn Mawr student graduates, her employment is no longer handled by the Student Employment Office even if she works on campus. She is hired through the Human Resources Office.

**III. Work Authorization and Required Documentation**

All applications are submitted online through the JobX software at <[http://www.brynmawr.edu/student\\_employment](http://www.brynmawr.edu/student_employment)>. Students can also speak with their supervisors to apply, but the supervisors must then make the adjustments online.

**A. For Supervisors**

Department heads are required to provide a job description for all student jobs in their department. This is separate from the budget process. The job descriptions are posted on Job X for students to view and search.

Supervisors must create accounts on JobX in order to post positions, accept and sort applications, and hire students. Supervisors must customize applications for each position. Students can be hired for a single semester, the full academic year, or the summer session. All students are automatically terminated at the end of the academic and summer terms, unless otherwise noted. A new application must be submitted and accepted by the supervisor in order to be re-hired.

**1. Budget Approval Process**

As part of the budget approval process you must determine the number of available positions, hours needed, and the hourly pay rate. Budget amounts are determined by the Treasurer's Office. It is the supervisor's responsibility to hire students at the approved hourly rate and to adhere to the limits of the departmental budget. Departments may request a student position that exceeds the maximum pay rate; the Treasurer's Office must approve these positions.

**2. Description of Skill Levels**

○ **Skill Level I**

Student must remain at work site during hours of employment for purposes of information or security. Student will perform routine tasks which require some training, little or no experience.

○ **Skill Level II**

Position requires some technical skill or particular experience or qualifications. Job may require strenuous physical labor, sound judgment and/or ability to assume responsibility without direct supervision.

○ **Skill Level III**

Position requires considerable knowledge of subject matter or experience, or may require strenuous physical labor and ability to assume responsibility without supervision.

○ **Skill Level IV**

Position requires high level of expertise or ability to supervise student staff.

### 3. **Determining a Pay Rate**

Pay rates should be determined by the skill level necessary to perform the job. Pay rates are associated with each of the four skill levels. A student may be authorized at any rate within the range of salary for that pay level. If it is determined that the student should be paid at a rate that exceeds the maximum pay rate for students, then prior authorization from the Treasurer should be granted.

With the exception of a few positions on campus, all students are required to be paid an hourly rate of pay (exceptions include hall advisers, interns and teaching assistants). Please contact the Student Employment Office with any questions regarding the payment type.

To encourage on-campus summer employment, summer pay rates are higher than the academic year. A student, who remains with a department during the summer, performing the same tasks as the academic year, should receive an hourly rate increase. The rate change is NOT automatic; you must provide authorization to the Student Employment Coordinator. Pay rates associated with each level will be sent to each department at the beginning of each academic year along with the pay schedule.

## **B. For Students**

Freshmen wishing to work on campus will receive and complete all necessary forms with Dining Services. All forms can be found online at <[http://www.brynmawr.edu/student\\_employment](http://www.brynmawr.edu/student_employment)>.

### 1. **Applying with JobX**

With the exception of first-year students who sign up for work with Dining Services at non-academic registration, all positions have the applications posted, for which you can search, on the Student Employment Office homepage.

### 2. **Direct Deposit Form**

All employees are required to sign up for direct deposit. Direct deposit is available to a checking and/or savings account. The College allows paychecks to be distributed to a maximum of 2 accounts. Accounts do not have to be at the same banking institution.

### 3. **I-9 Form**

The Immigration and Naturalization Office requires all employees to have an I-9 Form (employment eligibility verification) on file before the employee begins to work. In order to complete the I-9 Form, the student must present one or more of the following documents. This is a list of most commonly used documents; see the back of I-9 Form for a complete list.

- United States Passport
- Certificate of U.S. Citizenship
- Certificate of Naturalization
- Unexpired foreign passport with attached employment authorization
- Alien Registration card with photograph

- Driver's License
- Birth Certificate

The IRS requires that employers see *original* social security cards (will not accept laminated cards). Substitutes are not acceptable. This is in addition to the documents needed for the I-9 process. If your social security card is unobtainable, you are encouraged to have parents send it to you or file for a replacement card with the Social Security Administration. This can be done at <<http://www.ssa.gov/ssnumber>>.

4. **W-4 Form**

All students who wish to work on campus must submit a W-4 Form as well. This form is used to calculate your exemptions for federal tax. All forms should be submitted to the Student Employment Office, located on the second floor of the Campus Center (room 201), *prior* to employment.

5. **Off-Campus Employment**

Off-campus employers will also have the opportunity to post jobs on JobX, through which students may search. Students may apply online for such jobs if the employer has applied for a password and has set up an application. Otherwise, the student must contact the off-campus employer directly.

#### IV. RULES AND REGULATIONS

##### A. Work Commitment

1. After being hired you should be given a detailed explanation of the college's and your department's employment policies and procedures.
2. *No undergraduate student* may work more than 17.5 hours per week on campus when classes are in session, except during summer and semester breaks, during which students may work up to 40 hours per week.
3. Generally, students awarded work study work a minimum of 8 hours per week to meet their work study awards.
4. After establishing your work schedule, you will be expected to fulfill your commitment to each and every shift, *including those during final period*.

##### B. Attendance

1. Punctual attendance at all of your shifts is *mandatory*.
2. "Bryn Mawr time," defined as 10 minutes after the appointed start time, does not apply to your work commitment.
3. You are expected to work your hours as scheduled. In the event of work missed for legitimate reasons such as an illness, unavoidable academic conflicts or family emergencies, you must contact your supervisor and organize a substitute as soon as possible. If you must miss work and are unsure of whether your reasons are qualified as legitimate, please contact your supervisor.
4. Three repeated absences in which you (1) do not show up to work, (2) do not notify your supervisor and manager, and (3) do not get a substitute, if possible, can and may result in termination of employment.
5. If you will be late for work, you must give advance notification to your supervisor.



**C. Substitution**

1. We understand that there will be times when it will be difficult for you to fulfill your work commitment. In the case of such a situation, if you will be absent from your shift and it is possible for you to recruit a replacement, you must arrange for a substitute.
2. If it is possible for you to get a replacement, she must be an employee with knowledge of your job responsibilities.
3. You must notify your supervisor of your upcoming absence and of your replacement in advance.
4. If you are having difficulty finding a replacement, or recruiting a replacement is not a possibility because of your specific job position, then please notify your manager or shift supervisor for help.

**D. Documentation**

1. Employees are not placed on the College's payroll unless they can provide the Student Employment Office with documentary proof of employment eligibility, as defined on the I-9 form.
2. Employees must also complete a W-4 form and a direct deposit form in order to be paid.

**E. Confidentiality**

1. Employment information and records are College property and require confidential treatment. All departments are asked to direct employee inquiries to the Student Employment Office. Only the correct spelling of an employee's name and the dates and title of employment may be released without written permission of the employee or a lawfully-submitted subpoena.
2. Current employees of Bryn Mawr College may make an appointment to examine their own files. They may write comments to any material contained in the file. They may make notes on any of the records but may not remove the file from the office or make photocopies of the contents.

**F. In the Case of Injury or Illness**

1. All student employees must report any incident (illness or accident) to their supervisor. The supervisor will take appropriate action in accordance with the Incident Report procedure outlined in the Personnel Handbook.
2. If an injury or illness is severe and requires emergency care, call the Department of Public Safety (610-526-7300) for assistance with transportation to Bryn Mawr Hospital.

**G. Dress Code**

Employees are expected to dress and be groomed in an appropriate manner consistent with their job responsibilities and with the functions of the offices in which they work.

**H. Bad Weather Policy**

1. In the case of bad weather or other serious situations on campus, students (as well as faculty and staff) should call the campus emergency message number, 610 526-7310.
2. Only employees who have been designated by their supervisor as essential employees should stay or report to work, i.e. Dining Services employees.

If the department is in fact still open even though the school has closed, contact your supervisor in order to determine status of shift.

3. When the bad weather condition occurs overnight, the message will be on the campus emergency number by 6 am.
4. Broadcast emails will also be sent when there is a bad weather condition that occurs during the day.

#### **I. Disciplinary Action**

Bryn Mawr College intends disciplinary procedures to be corrective and not punitive. The purpose of discipline is to establish compliance with work rules and established work standards. Where questions arise about the administration of discipline, supervisory personnel should consult with the Student Employment Office.

Employees are disciplined for three general reasons:

1. Noncompliance with rules occurring over a sustained period of time.
2. Unsatisfactory work performance.
3. Major rule infraction of a serious nature.

The following is a list of work rules which, if broken, would constitute cause for disciplinary action. This list is illustrative, not inclusive, and disciplinary action or discharge may result from the cumulative effect of prior misconduct:

1. Habitual tardiness; failure to report absence(s) to appropriate supervisory staff. Absence for three days without notification is considered "left work without notice."
2. Failure to perform assigned duties.
3. Insubordination; obscene or rude speech.
4. Theft, misappropriation, unauthorized possession of College property.
5. Falsification or destruction of College records.
6. Possession or use of alcoholic beverages on College premises; reporting to work under the influence of alcohol.
7. Possession, use or sale of controlled substances; reporting to work under the influence of a controlled substance.
8. Willful, careless destruction of College property.
9. Interfering with the work performance of another employee; threatening, intimidating or coercing another employee.
10. Sexual harassment of another employee or student.
11. Leaving the work site during working hours without supervisory permission.
12. Gambling or the possession of gambling devices on College property.
13. Solicitations of any kind and distribution of literature during work time.  
(Work time does not include lunch break or any other official break time.)
14. Other serious misconduct.

Discipline may consist of an oral warning, written warning(s), suspension or discharge. Supervisory personnel are advised to consult the Student Employment Office about disciplinary procedures and are expected to consult the Student Employment Office before imposing the penalties of suspension or discharge.

**WRITTEN WARNING FORMS ATTACHED AND LABELED:**

## DOCUMENT A, DOCUMENT A(1)

**V. EVALUATIONS**

Student employees are evaluated periodically to determine demonstrated skills, abilities, and performance in relation to the requirements of an assigned position. Difficulty of position and levels of improvement compared with previous performance will be considered.

Evaluations should be submitted in accordance with the following schedule:

**A. Semester Employees**

First evaluations should occur six weeks after hire date, with the second and last evaluation occurring within two weeks of termination from job.

**B. Full Academic Year Employees**

The first evaluation form is to be submitted six weeks following hire date and six weeks after the beginning of the semester. Second evaluation form is to be submitted within two weeks of termination.

EVALUATION FORMS ATTACHED AND LABELED:  
DOCUMENT B

**VI. Getting Paid****A. Pay Schedule**

The academic pay schedule includes payments made September through May, regardless of when the work was performed. The summer pay schedule includes payments made June through August. A separate employment request is needed for the summer; however, any student authorized for second semester will be automatically authorized through the pay period that includes Commencement.

**B. Types of Payments****1. Wages**

If a person is *required* to perform services (past, present or future) as a condition to receiving a payment it is considered “wages”. Wages will be taxed accordingly and reported on a W-2 Form.

Wages are paid by the Payroll Office and authorization is processed by the Student Employment Office. All wages are charged to account 51200.

**2. Fellowship/Scholarship**

Fellowships and scholarships may be classified under the same heading and processed in the same manner. A fellowship is monies given to a student for the purposes of research to further his/her studies. Included in this may be costs for travel and other incidental expenses.

A scholarship is monies given to a student for the purpose of attending courses at an education institution.

Any receipts acquired for the purpose of the fellowship should remain with the student as they may be needed in filing yearly tax returns (*see Section D: Taxability of Payments*).

Fellowship/Scholarship payments are processed by the Accounts Payable Office. All fellowships/scholarships are charged to the 52650

account line, unless it is an outside scholarship which can be charged to 52506.

If a student is required to perform any services, whether past or present, the monies will be classified as wages. (Example: a student is given money to do research and is required to return and teach a class. This would nullify the fellowship and become wages).

**3. Internship**

Students may be hired as an intern and paid a salaried amount. Internships may be performed on or off campus. If the payment is being made by the College, it will be treated and processed the same as wages. The supervisor must create the position on JobX and hire the student online.

**4. One-Time-Only**

If a student currently works at the College and obtains a short assignment in a different department for a period of 3 days or less, it can be authorized as a one time only. A Student Employment Request Form would not be necessary, simply mark "One Time Only" on the time card. The time card should be submitted according to the regular pay schedule. Subsequent requests received within a 12 month period will require proper authorization.

If a student has never worked for the College, they will be required to complete new hire paperwork. In this case, short assignments will not be considered a one time only payment.

One-Time-Only payments are subject to taxes according to federal and state regulations.

**5. Outside Fellowship/Scholarship**

An outside fellowship/scholarship is defined the same as a regular fellowship/scholarship, except that it is given to a non-Bryn Mawr College student. A non-Bryn Mawr College student is defined as anyone not currently enrolled and taking classes. A department may use their outside scholarship account code. These payments are requested in the same manner as regular fellowship/scholarships.

**6. Travel/Expense Reimbursement**

A student may be reimbursed for travel expenses as they are related to his/her research or studies. Travel reimbursements are processed as fellowships and should not be requested by using a Bryn Mawr College Travel Reimbursement form. All receipts should remain with the student as they may be needed in filing yearly tax returns (*see Section D: Taxability of Payments*).

**7. Awards, Prizes and Gifts**

Awards, prizes and gifts from an *employer to an employee* normally constitute taxable income to the employee. There are exceptions, however, with special tax treatment provided in certain circumstances. A non-cash prize, gift, or award may be excludable.

Awards and prizes may be given to students and processed by Accounts Payable as long as the award/prize is not associated with the

student's employment. Awards in this category would include those such as May Day prizes.

The IRS defines a gift or award as, if it is traceable, it is taxable. Cash awards are never excludable. Gift certificates redeemable for cash likewise are not excludable.

### **C. Time Reporting**

Students receiving salaried wages, such as Hall Advisers, Interns and Teaching Assistants are not required to complete a time sheet. Students earning an hourly wage are required to complete a time sheet. The time sheet must be completed in its entirety for each day the student works. Time sheets are submitted to Campus Center Box 1680-A, according to the Student Pay Schedule.

Students receiving Federal College Work Study are required to submit a time sheet every two weeks as hours are worked. Time sheets are available online at [http://www.brynmawr.edu/student\\_employment](http://www.brynmawr.edu/student_employment) or at the Student Employment Office.

### **D. Taxability of Payments**

#### **1. Wages**

Wages are taxed according to federal and state regulations. Wages earned by a student are exempt from FICA taxes, as long as the student is not a career employee and is enrolled and attending classes at least half-time. Students classified as Continued Enrollment will be required to pay FICA taxes.

Students in their last semester and enrolled for the number of hours needed to complete their study, even if enrolled for less than half the number of hours required of full-time students, are also eligible for FICA exemption.

Because most students are not attending regular classes during the summer, FICA taxes will be deducted. If a student is taking classes at least half time during the summer, the Student Employment Office must be notified.

#### **2. Fellowship/Scholarship**

Fellowship/Scholarship monies granted to US citizens are not taxable at the time of payment. However, the money may be taxable to the student. All receipts associated with the payment should remain with the student for the purpose of filing yearly tax returns. It is the student's responsibility to report the payments. Students should refer to IRS Publication 520 for more details (*see Section IX A: Helpful Web Links*).

Fellowship/Scholarship monies granted to nonresident aliens are generally treated as income and taxes must be withheld at a rate of 14 percent. These taxable amounts are reportable on a 1042-S Form.

#### **3. Awards/Prizes**

Awards/Prizes granted to US citizens are not taxable at the time of payment. However, if the recipient receives taxable payments that exceed \$600 over the course of the calendar year, a 1099 Form will be issued.

Awards/Prizes granted to nonresident aliens are generally treated as income and taxes must be withheld at a rate of 30 percent. These taxable amounts are reportable on a 1042-S Form.

**E. Distributions of Payments**

Payments to students will be made on a biweekly basis, according to the Student Payroll Schedule. Students receiving a salaried amount (no requirement to complete time cards), will have the amount distributed evenly over the semester(s) indicated on the authorization form, unless otherwise notified.

All students are required to sign up for direct deposit of pay, regardless of payment type. Students will be given one month from the date of initial payment to sign up with a bank of their choice. Any student not signing up for direct deposit will have an account opened on their behalf at Commerce Bank. Account information will be sent directly from the bank.

Deposit notifications will be sent via email. The Payroll Office will no longer distribute paper copies of deposit notifications.

**F. Payroll Advance**

Payroll advances are available in cases of extreme emergency. Students are no longer required to obtain a Schaar Loan, as long as the student is employed with the College. Payroll advances must be authorized by a current supervisor and submitted to the Payroll Office. Payroll advances can be paid over a period of time, but must be paid within six months from the date it was received or by the end of a calendar year, whichever comes first. A student may receive up to 2 advances within any academic year. If a student terminates employment prior to repaying the advance, the College will request payment in full by either requesting a check payable to Bryn Mawr College or by placing the amount on the student's account.

**VII. General College Policies**

**A. Equal Opportunity Policy**

Bryn Mawr College is committed to equal opportunity for all persons in every aspect of its affairs. The College's goal is to attract and retain staff without discrimination for reasons of race, color, sex, sexual orientation, age, national or ethnic origin, religion or disability. This policy is fundamental to the College's belief that opportunities for achievement must be based on individual ability and merit. In keeping with this belief, Bryn Mawr College employs a policy of affirmative action in recruiting women and minority groups. We depend on each member of the College community to translate this policy into reality.

To further the College's commitment to Equal Employment Opportunity, the College appoints an Equal Employment Opportunity Officer. This appointment is for a one-year term. The appointment is made in June of each year. In his/her capacity, the EEO Officer is charged with the responsibility of ensuring compliance with the College's policy. Further, with the assistance of the Personnel Manager, the EEO Officer will implement the College's Affirmative Action Compliance Plan. The Personnel Manager will prepare for

the EEO Officer reports on the progress of the implementation of the Affirmative Action Compliance Plan and they will jointly develop strategies to ensure successful implementation. An employee and/or applicant for employment who feels that he/she has not been treated in accordance with the policy of Equal Employment Opportunity is urged to contact the EEO Officer. The EEO Officer is listed in the front section of the Finding List.

This policy is in accordance with the requirements and objectives set forth by E.O. 11246, 11375, Civil Rights Act of 1964 and amendments, the Rehabilitation Act of 1973, the Vietnam War Veterans' Readjustment Assistance Act of 1974, as well as other applicable local, state and federal Equal Employment Opportunity statutes.

## **B. Sexual Harassment**

### **1. Policy**

The College is committed to maintaining a working environment in which all members of the community, staff, students, and faculty, are treated with respect and dignity. It is the policy of the College not to discriminate on the basis of sex, including sexual harassment, in any of its programs, activities, or employment practices.

The Equal Employment Opportunity Commission defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or is accompanied by implied or overt threats concerning one's job, grades, letters of recommendation, etc.;
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment.

Harassment on the basis of one's sexual orientation can also constitute discrimination on the basis of sex.

Behavior which is considered sexual harassment includes uninvited teasing, jokes, remarks; questions of a sexual nature; uninvited pressure for dates or a sexual relationship or sexual favors; sexually suggestive looks or gestures; unwelcome or persistent letters, phone calls; circulating materials of a sexual nature; uninvited and deliberate touching, leaning over, cornering, pinching, actual or attempted sexual assault.

A December, 1986, report of the American Council on Education's Office of Women in Higher Education, states that "sexual harassment can be overt, as in the suggestion that a person could get an 'A' if a particular favor is granted. Or, it can consist of persistent, unwanted attempts to change a professional relationship to a personal one. Sexual harassment can range from inappropriate put-downs of individual persons or classes of persons, unwelcome sexual flirtations, to serious abuses such as [assault].

It is coercive and threatening, it creates an atmosphere that is not conducive to teaching, learning and working."

The law governing sexual harassment is gender-blind and protects both sexes from harassment.

It is a violation of institutional policy for anyone who is authorized to recommend or take personnel actions affecting a staff member to:

- Make sexual advances or request sexual favors when submission to or rejection of such conduct is the basis for either implicitly or explicitly imposing or granting terms and conditions of employment that either favorably or adversely affect the staff member's welfare.
- Grant, recommend, or refuse to take any personnel action because of sexual favors, or as a reprisal against a staff member who has rejected or reported sexual advances.
- Disregard and fail to investigate allegations of sexual harassment whether reported by the staff member who is the subject of the alleged harassment, or a witness, and to fail to take immediate corrective action in the event it has been determined that misconduct has occurred.

In the event that grievances related to sexual harassment should arise, the College has established procedures which are to be followed in order to resolve the grievance promptly and equitably.

## 2. **Prevention**

Sexual harassment is uninvited and unwelcome behavior of a sexual nature. It is important, therefore, to deal with such behavior *immediately* by saying a firm NO to the offender. Do not smile or joke because this may be taken for a lack of serious intent. When confronting the offender, do so in the presence of another person or persons as your witnesses. Keep a written record of the incident, the time and the circumstances. An alternative approach is to write a letter to the offender. A letter will be most effective if it is straightforward and low-key. Give a careful description of what has happened as you understand it. Be specific about dates, times and circumstances. Describe your feelings and the damage you believe has been done. State that you want an end to the harassment and describe the manner in which you want to be treated in the future. Have the letter hand-delivered by a friend. Keep a copy.

If, for any reason, you have permitted such behavior and now wish it to cease, *you must notify* the alleged offender in the presence of a witness or by mail that you no longer want such behavior to continue.

## 3. **Further Information and Assistance**

Any employee who has questions about the College's procedures or about an incident or a complaint of sexual harassment should feel free to consult, *in confidence*, at any time, their supervisor, or with the College's Equal Opportunity Officer, whose name is listed in the Finding List each year. The Equal Opportunity Officer will provide information regarding laws governing sexual harassment and suggestions for resolving the complaint, and will explain the College's procedures.



The right to confidentiality, both of the complainant and of the accused, will be respected insofar as it does not interfere with the College's legal obligation or ability to investigate allegations of misconduct when they are brought to its attention, or to take corrective action when it is found that misconduct has occurred.

- **Policy on Sexual Relationships**

Sexual relationships between a staff member and a student are inappropriate. The College cannot enforce a prohibition against such relationships, but it does consider them to be unethical, primarily because of the unequal nature of the respective roles. In order to discourage such relationships, in acting on complaints that come to the College's attention, it will presume that any complaint of sexual harassment by a student against a staff member is valid if sexual relations have occurred between them. This presumption is not irrefutable, but it will be difficult to overcome. In short, any staff member enters at his or her peril into sexual relations with a student.

## **VIII. Student Employment Policies**

### **A. General**

All Bryn Mawr College student employees are expected to uphold basic work ethics and rules of the College.

Your employment experience is governed by the same Honor Code as the rest of your Bryn Mawr life.

### **B. Student Employee Grievances**

#### **1. Procedure**

All students (undergraduate, graduate, post baccalaureate, other special students and students from other institutions enrolled in Bryn Mawr courses) with a grievance against any member of the College community other than an undergraduate student shall use the Equal Opportunity Grievance Procedures described below.

- **Step 1:** A student who feels that he or she has been discriminated against on the basis of race, color, religion, age, national origin, handicap or sex including sexual harassment and sexual orientation, shall, within fifteen days of the alleged discrimination, discuss this grievance with the person thought to have discriminated, who shall try to resolve it.
- **Step 2:** If the grievance is not resolved at Step 1, *for any reason*, the student (or "grievant") should, within twenty days following the alleged discrimination, submit to his or her Dean at Bryn Mawr and to the Equal Opportunity Officer a signed, written statement indicating the nature of the grievance, the evidence on which it is based, the solution sought and the handling of the grievance to date. The Equal Opportunity Officer shall be available to assist the Dean in gathering facts related to the grievance and attempting to resolve it.

- **Step 3:** If the student's Dean, by the end of the twentieth day following receipt of the written statement, has not resolved the grievance, the student, to carry the grievance forward, must within five days file the written statement with the Deputy to the President, who shall try to resolve it.
- **Step 4:** If the Deputy to the President, by the end of the fifth day following receipt of the written statement, has not resolved the grievance, the grievant may, within five days, file with the Equal Opportunity Officer a written request for a hearing before an Equal Opportunity Grievance Panel.

The Equal Opportunity Officer shall, within five days, arrange for the convening of the Equal Opportunity Grievance Panel to hear the grievance and shall set a date for the hearing. The hearing must be set for a date within twenty days of the end of this ten day period.

The Equal Opportunity Grievance Panel shall have three members, chosen from among the following:

- Members of the Bryn Mawr Council
- Officers of the Staff Association
- The Honor Board Head
- The Presidents of the Student Councils of the Graduate Schools of Arts and Sciences and Social Work
- Faculty members on the Graduate Council of Arts and Sciences and the Policy Committee in the Graduate School of Social Research
- The wardens

The grievant shall choose one panel member from among these candidates and the President shall choose another. The two panel members thus chosen shall choose the third, and these three shall choose a chairman from among themselves.

- **Step 5:** Promptly and in writing, the ad hoc Panel shall alert all parties whose testimony may be needed at the hearing as to the nature of the grievance, the date of the hearing and the procedures to be followed.

The grievant shall have access to all pertinent materials in his or her files to which he or she is entitled under state and federal law. Evidence shall be presented at the hearing in a fair and equitable manner and all interested parties shall have the same right.

Additional guidelines for the conduct of the hearing are set forth in the document "Guidelines for Equal Opportunity Grievance Hearings", copies of which are available on request from the Equal Opportunity Officer.

The ad hoc Panel shall be responsible for determining whether the grievance has merit. If the Panel decides that there was no discrimination, the grievant shall be so notified and there will be no further consideration of the grievance.

If it decides that the grievance does have merit, the Panel shall recommend to the President that corrective action be taken. It may, at its discretion, also suggest what form this action might take. The Panel shall present its decision and any recommendations in writing to the President and to the Equal Opportunity Officer within 15 days of the hearing's conclusion. The Equal Opportunity Officer shall immediately notify the grievant of the same in writing.

**2. Eligibility**

These grievance procedures are available only to current employees. An employee who has received notice of discharge and who wishes to file an equal opportunity complaint must do so prior to the termination date of employment, provided that this limitation shall not deprive an employee of the 15 days allowed for the initiation of procedures in Step 1.

GRIEVANCE FORM ATTACHED AND LABELED:  
DOCUMENT C

**IX. Helpful Contacts**

**A. Web Links**

Student Employment Office/JobX Homepage

[http://www.brynmawr.edu/student\\_employment](http://www.brynmawr.edu/student_employment)

I-9 Form (Need Adobe Reader)

<http://uscis.gov/graphics/formsfee/forms/files/i-9.pdf>

W-4 Form (Need Adobe Reader)

<http://www.irs.gov/pub/irs-pdf/fw4.pdf>

Direct Deposit Form

<http://www.brynmawr.edu/comptroller/Forms/DirectDeposit.doc>

**B. BMC Offices**

Student Employment Office	x 7941
Comptroller's Office	x 5267
Human Resources	x 5261
Dining Services	x 7400
Equal Opportunity Officer	x 5275
Financial Aid	x 5245/6
Treasurer's Office	x 5160

**Bryn Mawr College – Document A(1)  
Disciplinary Process  
Status Notification**

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Employee’s Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

The purpose of this form is to ensure clear and timely communication regarding the status of active disciplinary action. If the employee failed to make the improvements cited on the previously issued warning, the line for unsatisfactory improvement (labeled “non-improvement”) will be marked and the form will be forwarded to the Student Employment Office. The supervisor will proceed with the next step in the disciplinary process. In the event that the specified improvement has been made, the supervisor will mark the appropriate box, thus **terminating the disciplinary process**.

Status:  Improvement  
 Non-improvement

1. Restate the original infraction and required improvements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Outline the improvements made:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Head’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Distribution:** Employee, Supervisor, Department Head, Student Employment Office

**Bryn Mawr College – Document A**  
**Disciplinary Process**  
**Written Warning**

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Employee’s Name: \_\_\_\_\_

Date of Warning: \_\_\_\_\_

Department: \_\_\_\_\_

The purpose of this written warning is to inform you of a need for improvement and to provide you with an opportunity to work with your supervisor to correct this situation. *Please note that continuation of the problem could jeopardize your continuing employment at Bryn Mawr College.*

- 1. INFRACTION [Specifically state the nature of the infraction, such as poor performance, poor attendance, insubordination, etc. State how the infraction affected the employee’s job performance and/or other employees and/or the smooth operation of the department.]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 2. IMPROVEMENT EXPECTED [What is expected of the employee? What improvements are required?]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 3. MEASURES TAKEN [What will be done by both employee and supervisor to achieve the improvement outlined in (2) above]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 4. SUGGESTED TIME [Time period to achieve improvement and monitoring process (consult personnel)]:

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- 5. EMPLOYEE'S COMMENTS [Comments on situation and/or how the matter has been handled]:

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Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your signature does not necessarily indicate agreement, only that you have read, understood, and been informed of this action.

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Head's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Please Note:** If prior warnings have been issued which accurately state the problem and improvement needed, copies of these forms should be attached and only changes need to be stated on this form.

If additional space is required, use a separate sheet of paper and reference the section numbers.

**Distribution:** Employee, Supervisor, Department Head, Student Employment Office

**Bryn Mawr College – Document B  
Student Evaluation Form**

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Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Year: \_\_\_\_\_

Job: \_\_\_\_\_

Date Hired: \_\_\_\_\_ Date Evaluated: \_\_\_\_\_

Check one column for each item:	Exceeds Expectation	Meets Expectation	Does Not Meet Expectation	N/A
Performs duties as required				
Quality of work				
Interpersonal/communication skills				
Teamwork Skills				
Cooperation/Attitude				
Motivation/Initiative				
Attendance and Punctuality				
Other:				

Additional Information (Comments, critiques, questions, etc.):

Supervisor:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Supervisor Signature

Student:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Student Signature

**Bryn Mawr College – Document C  
Grievance Form**

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Employee’s Name: \_\_\_\_\_ Box No.: C - \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

1. STATEMENT OF PROBLEM [Please include person(s) involved and date of occurrence]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. DESIRED SOLUTION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. ACTION TAKEN BY GRIEVANT TO DATE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and understand the College’s grievance procedure (copies are available in Personnel Services).

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STATUS OF THE GRIEVANCE

Step 1: Supervisor: \_\_\_\_\_



Date Received: \_\_\_\_\_ Resolved \_\_\_\_ Not Resolved \_\_\_\_

Comments:

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Step 2: Supervisor's Superior: \_\_\_\_\_

Date Received: \_\_\_\_\_ Resolved \_\_\_\_ Not Resolved \_\_\_\_

Comments:

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Step 3: Director of Personnel: \_\_\_\_\_

Date Received: \_\_\_\_\_ Resolved \_\_\_\_ Not Resolved \_\_\_\_

Comments:

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Step 4: Appeals Committee

Date Received: \_\_\_\_\_

Recommendation:

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