**STUDENT EMPLOYMENT POLICIES AND PROCEDURES**

**Updated November 2015**

**OBJECTIVE:**

1. To meet the need for a part-time labor force during peak operating times and during special functions.
2. To provide opportunities for students to earn money on campus.
3. 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.

**EMPLOYMENT POLICIES:**

* 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.

***Work Commitment***

* **No undergraduate student** may work more than 17.5 hours per week when classes are in session, except during summer and semester breaks, during which students may work up to 40 hours per week.
* After establishing your work schedule, you will be expected to fulfill your commitment to each and every shift**, including those during final period**.

***Attendance***

* Punctual attendance at all of your shifts is **mandatory.**
* **“**Bryn Mawr time,” defined as 10 minutes after the appointed start time, does not apply to your work commitment.
* 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 emergences, 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.
* 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.
* If you will be late for work, you must give advance notification to your supervisor.

***Substitution***

* We understand that there will be times when it will be difficult for you to fulfill you 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.
* If it is possible for you to get a replacement, she must be an employee with knowledge of your job responsibilities.
* You must notify your supervisor of your upcoming absence and of your replacement at least in advance.
* 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.

***Documentation***

* Employees are required to report to Human Resources with their original documents that prove identity and eligibility to work in the US.
* I-9 forms must be done prior to beginning employment.
* Employees must also complete a W-4 form and an employment record (including a U.S. Social Security number) in order to be paid.

***Confidentiality***

* 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.
* 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.

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

* 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.
* 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.

***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.

***Bad Weather Policy***

* 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.
* 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.
* When the bad weather condition occurs overnight the message will be on the College emergency number by 6 AM.
* Broadcast emails will also be sent when there is a bad weather condition that occurs during the day.

***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 infractions 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:

\* Habitual tardiness; failure to report absence(s) to appropriate supervisory staff. Absence for three days without notification is considered "left work without notice."

\* Failure to perform assigned duties.

\* Insubordination; obscene or rude speech.

\* Theft, misappropriation, unauthorized possession of College property.

\* Falsification or destruction of College records.

\* Possession or use of alcoholic beverages on College premises; reporting to work under the influence of alcohol.

\* Possession, use or sale of controlled substances; reporting to work under the influence of a controlled substance.

\* Willful, careless destruction of College property.

\* Interfering with the work performance of another employee; threatening, intimidating or coercing another employee.

\* Sexual harassment of another employee or student.

\* Leaving the work site during working hours without supervisory permission.

\* Gambling or the possession of gambling devices on College property.

\* Solicitations of any kind and distribution of literature during work time. (Work time does not include lunch break or any other official break time.)

\* 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.

**GENERAL COLLEGE POLICIES:**

(Taken from BMC Staff handbook, September 2015)

***Equal Opportunity Policy***

Bryn Mawr College does not discriminate on the basis of race, color, religion, national or ethnic origin, sexual orientation, age, or disability in the administration of its educational policies, scholarship and loan programs, and athletic and other college-adminstered programs, or in its employment practices.

In conformity with the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of 1972, it is also the policy of Bryn Mawr College not to discriminate of the basis of sex in its employment practices, educational programs, or activities. The admissions of only women in the Undergraduate College is in conformity with a provision of the Civil Rights Act. The provisions of Title IX protect students and employees from all forms of illegal sex discrimination, which includes sexual harassment and sexual violence, in College programs and activities.

Inquiries regarding compliance with this legislation and other policies regarding nondiscrimination may be directed to the Equal Opportunity Officer or the Title IX Coordinator, who administer the College’s procedures, at 610-526-7630 or at [eoo@brynmawr.edu](mailto:eoo@brynmawr.edu) or [titleix\_coordinator@brynmawr.edu](mailto:titleix_coordinator@brynmawr.edu).

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**PROCEDURES TO BE FOLLOWED BY STUDENTS**

**TO RESOLVE GRIEVANCES BASED ON DISCRIMINATION**

THE PROCEDURES - STUDENTS

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 Chief of Staff, who shall try to resolve it.

Step 4. If the Chief of Staff, 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:

1) members of the Bryn Mawr Council

2) officers of the Staff Association

3) the Honor Board Head

4) the Presidents of the Student Councils of the Graduate Schools of Arts and Sciences and Social Work

5) faculty members on the Graduate Council of Arts and Sciences and the Policy Committee in the Graduate School of Social Work and Social Research

6) 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.

WHO ARE ELIGIBLE TO USE THESE PROCEDURES?

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.

GRIEVENCE FORM ATTACHED AND LABELED:

DOCUMENT A

**STATEMENT OF PROCEDURES CONCERNING SEXUAL HARASSMENT AND OTHER FORMS OF HARASSMENT AND DISCRIMINATION**

**(**Taken from BMC Staff handbook, September 2015)

1. Policy

It is the policy of Bryn Mawr College to maintain a work and academic environment free from discrimination and offensive or degrading remarks or conduct. Unlawful discrimination, including sexual harassment and sexual violence, will not be tolerated.

1. Definition of Harassment

The College is committed to maintaining an 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. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct constitute sexual harassment when:

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

The College also prohibits this type of behavior when it is based on race, color, age, national origin and religion or on any other basis prohibited by law. Harassment on the basis of one’s sexual orientation can also constitute discrimination on the basis of sex.

1. Behavior That Can Constitute Sexual Harassment

Sexual harassment can include verbal behavior such as unwanted sexual comments, suggestions, jokes or pressure for sexual favors; nonverbal behavior such as suggestive looks or leering; and physical behavior such as pats, where such behaviors are severe, offensive, and occur repeatedly unless a single instance is so severe that it warrants immediate action.

Some specific examples of behavior that are inappropriate include:

* + Continuous and repeated sexual slurs or sexual innuendoes
  + Offensive and repeated risqué jokes or kidding about sex or gender-specific traits
  + Repeated unsolicited propositions for dates and/or sexual relations.

1. Definition of Discrimination

Discrimination is unequal or disparate treatment of groups or individuals, including their exclusion from any of the College’s programs or activities, or any attempt to hinder access to the College’s resources on the basis of race, religion, color, age, national origin, physical ability, sex or sexual orientation. Prohibited sex discrimination includes both sexual harassment and sexual violence. It is important to recognize that not all conduct that might be offensive to an individual or a group necessarily constitutes discriminatory conduct. Whether a specific act constitutes discrimination must be determined on a case-by-case basis in light of all relevant circumstances.

1. Individuals Covered Under This Policy

This policy covers all staff members and faculty members as well as students. The College will not tolerate, condone or allow harassment or discrimination, whether engaged in by fellow staff members, students, faculty members or non-employees who conduct business with the College.

1. Reporting a Complaint of Harassment or Discrimination

If College community members believe they are being harassed or discriminated against by staff members, students or faculty members or any other person in connection with a community member’s obligations at the College, or if a community member is aware that another member has been harassed or discriminated against, it is the community member’s responsibility to take the following steps:

• Staff or faculty members should take action immediately by discussing their concerns with their supervisor, the Director of Human Resources, the Equal Opportunity Officer or the Title IX Coordinator.

• Students should take action immediately by discussing their concerns with their dean, the Equal Opportunity Officer or Title IX Coordinator.

If community members are uncomfortable for any reason in discussing this issue with these individuals, community members may contact the President of the College, who will help community members to find appropriate College officials with whom to discuss their concern.

The College encourages prompt reporting of complaints so that a rapid response and appropriate action may be taken. No retaliation against employees or students who make a good-faith report of a violation of this policy will be tolerated.

1. Investigating the Complaint

The College will investigate promptly all complaints of violations of this policy. The investigation will include interviews with the parties who are directly involved and possibly with others. These interviews may be conducted by the Equal Opportunity Officer, Title IX Coordinator, deans, Staff Issues Liaison, Campus Safety officers or others as the circumstances warrant. Both parties will have an opportunity to present any information that they have to those investigating a complaint, and both will be kept informed in a timely manner of information used in the investigation to the extent possible, consistent with FERPA and confidentiality constraints. Both parties will be updated periodically regarding the status of the investigation. In its investigation, the College will find that harassment/discrimination has occurred if the information collected indicates that it is more likely than not that sexual harassment or sexual violence occurred. The College will complete its investigation within 60 days after its receipt of a complaint, unless circumstances not within the reasonable control of the College require additional time, in which case both parties will be informed of the delay and the reason therefor. Each situation will be responded to promptly and handled as expeditiously and discreetly as possible.

1. Resolving the Complaint

If the College determines that this policy was violated, it will take corrective action as warranted by the circumstances. Resolution of complaints against Bryn Mawr College students and employees can include requiring an apology, transfer, direction to stop the behavior, counseling or training, suspension without pay or termination of employment or in the case of students, temporary separation or permanent exclusion from the College. Both parties involved will receive written notice of the resolution of the complaint within one week of the conclusion of the investigation. If it is determined that sexual harassment or sexual violence did occur, the College will include in its resolution steps to prevent a recurrence of harassment and, when applicable, steps to correct the discriminatory effects on the complainant and others.

If an investigation results in a finding that the complainant falsely accused another of harassment knowingly or in a malicious manner, the complainant will be subject to appropriate sanctions, up to and including termination of employment or, in the case of students, up to and including permanent exclusion from the College.

**POLICY ON SEXUAL RELATIONSHIPS**

(Taken from BMC Staff handbook, September 2015)

Sexual relationships between a staff member and a student are inappropriate. The College cannot enforce a prohibition against such relationships, but 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 be presumed 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 irrebuttable, but will be difficult to overcome. In short, any staff member enters at his or her peril into sexual relations with a student, and that peril is great. Staff members entering into sexual relationships, even those believed to be consensual by the individuals involved in the relationship, also must be aware that sexual discrimination complaints by third parties who perceive that they are experiencing unequal treatment based upon the existence of a sexual relationship between the staff member and the student must be investigated and may result in disciplinary action to the staff member, up to and including termination of employment.

**GRIEVANCE FORM**

**DOCUMENT A**

**BRYN MAWR COLLEGE**

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_

CAMPUS ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE AND/OR DEPARTMENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IMMEDIATE SUPERVISOR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

DESIRED SOLUTION:

ACTION TAKEN BY GRIEVANT TO DATE:

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

Signature

I have read and understand the College's grievance procedure (copies are available in Personnel Services).STATUS OF THE GRIEVANCE

Step 1. Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Received\_\_\_\_\_\_\_\_\_\_\_Resolved\_\_\_\_\_\_\_\_\_\_\_Not Resolved\_\_\_\_\_\_\_\_

Comments:

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

Date Received\_\_\_\_\_\_\_\_\_\_\_Resolved\_\_\_\_\_\_\_\_\_\_\_Not Resolved\_\_\_\_\_\_\_\_

Comments:

Step 3. Director of Personnel\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Received\_\_\_\_\_\_\_\_\_\_\_Resolved\_\_\_\_\_\_\_\_\_\_\_\_Not Resolved\_\_\_\_\_\_\_\_

Comments:

Step 4. Appeals Committee

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

Recommendation: