

STUDENT EMPLOYEE'S RIGHTS AND RESPONSIBILITIES

As a student employee, you have rights and responsibilities, which are summarized below.

1. As a representative of the university, you are expected to meet certain reasonable standards of appearance and conduct:

- Dress appropriately for the job. Do your best work. Treat others with courtesy and respect.
- Notify your employer if you are not able to work your regular schedule (due to illness, finals, etc.)
- If you have access to confidential information, you must follow your employer's confidentiality policy.
- You must observe PSU's Drug Free Work Place policy and the policy prohibiting sexual harassment (your employer should provide you a copy of these policies).

2. If you work, you must be paid. Paychecks are normally available on the last work-day of each month. You can be paid through the Direct Deposit plan—get the forms at the PSU Human Resources Center (HRC) to sign up for Direct Deposit. If you do not choose Direct Deposit, paychecks can be picked up at the Cashier window in the lobby of Neuberger Hall. Questions about paychecks and withholdings? Contact the PSU HRC, Rm. 302 University Services Building, 503-725-5091.

3. You must maintain minimum enrollment to be employed. **Work-Study and Regular wage:** Undergraduate = 6 credits, Graduate = 5 credits. You may work one term per year when not enrolled at this minimum (for FWSP, summer is the preferred term).

4. You cannot work more than 40 hours in one week, and no more than 130 hours in one pay period.

5. If you work 4 consecutive hours or more, you must receive a 10 to 15 minute paid break. If you work 6 hours or more, you must receive at least 30 minutes of *unpaid* leave for a meal break.

6. If you earn Work-Study wages, your total gross wages cannot be more than the amount of your Work-Study award. If your Work-Study award changes for any reason, your wages are limited to the revised award amount.

7. You are not entitled to pay for time not worked due to vacation, sick leave or holidays. In most cases, you are not entitled to Unemployment Compensation. In some cases, you may be exempt from income tax and Social Security withholdings; consult the PSU HRC, Rm. 302 University Services Building , 503-725-5091.

8. Your employer must have a position description detailing your job duties, and any special skills or knowledge required to do the job. You are entitled to a copy of this position description.

9. You are entitled to periodic performance reviews and the opportunity to correct work performance problems.

10. If you employer terminates your employment, you should receive as much advance notice as possible (normally 14 days). If you are employed as a Work-Study student, changes in your Work-Study award may require termination on less than 14 days' notice. You can be dismissed immediately for criminal activity, breach of confidentiality or other serious offenses.

11. Your employer has the right to adjust your work schedule according to the needs of the employing department/agency and/or available funding.

12. If you decide to leave a job, you should give as much advance notice as possible (normally 14 days).

13. If you believe you are the victim of prohibited discrimination, contact the Affirmative Action Office, Room 122 Cramer Hall, 503-725-4417.

14. If you are disabled, you are entitled to reasonable accommodations necessary to perform the job. The Office of Disability Services to Student can assist you. Office: 118 Smith Center, phone: 503-725-4150.