



STUDENT WORKER
HANDBOOK

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INTRODUCTION

You have been hired as a student worker at Rend Lake College. If this is your first job or if you have some previous work experience, you are in a position to develop positive work habits and establish a valuable base of experience that will enhance any resume as you pursue your career after you leave Rend Lake College.

As a student worker, you should always keep in mind that **your academics are the most important part** of your experience here, and you should seek a healthy balance between your education and your student employment.

While you are expected to be responsible and efficient, your job as a student worker will also be enjoyable. You will meet new people and face new experiences. Rend Lake College is continually growing and expanding to provide its students with the latest in curriculum and technology. It is an exciting time to be a student at Rend Lake College!

DISCLAIMER

This handbook is for informational purposes only and is subject to change. It has been compiled to assist in your student worker orientation and is also to be used as a reference guide.

You will be required to sign a document acknowledging receipt of this handbook.

STUDENT EMPLOYMENT POLICY

Students desiring employment at Rend Lake College are required to complete the Free Application for Federal Student Aid. Exception to this requirement may be made on a case-by-case basis by the Director of Financial Aid.

Students are required to complete the Rend Lake College Student Employment Application, available online at www.rlc.edu/student-employment.

During the fall and spring semesters, students will be allowed to work a maximum of twenty (20) hours per week to allow for sufficient study in all subjects. During the summer and during breaks when classes are not being held, students may work a maximum of twenty-four (24) hours per week.

Students who graduate or terminate enrollment will no longer be allowed to work effective the date of graduation or termination of enrollment. Exception will be made during the summer for students who have graduated, but will be enrolled in at least three (3) credit hours during the summer semester. These students may work through the end of the summer semester. Students who are enrolled full-time during the fall semester may work the preceding summer without being enrolled in any summer credit hours.

Students should be informed of unsatisfactory work performance and be given the opportunity to improve performance.

Student workers who drop below six credit hours in the fall or spring semesters are required to meet with the Director of Financial Aid in order to determine continuing work eligibility.

Students workers must maintain an overall 2.0 grade point average, which will be monitored by a designee in the Financial Aid Office.

Student workers who are working a 7 1/2 hour shift are required to take a 1/2 hour break (non-paid) no later than the 5th (fifth) hour.

PAYROLL

Student workers will be paid the current Illinois minimum wage. Student workers must submit hours worked for approval on TimeClock Plus. Hours will be approved by the immediate supervisor as designated by the Business Office.

Student workers are **not** allowed to work during their scheduled class periods.

Payroll checks generally are direct deposited on the 5th and 20th of each month, unless those dates fall on weekends or holidays, in which case they are deposited on the prior business day.

CONFIDENTIALITY – RELEASE OF INFORMATION

The nature of work at Rend Lake College requires the strictest confidence in regard to the disclosure of all personally identifiable information regarding students and staff. No personally identifiable information is to be released to anyone including parents, grandparents, guardians, spouse, children of students, or to other students at Rend Lake College. Any release of information is a breach of a student's rights according to the Family Educational Rights and Privacy Act of 1974, as amended.

All requests for confidential information must be directed to the immediate supervisor.

REQUIRED TRAININGS

As a student worker, you will take certain trainings to help you in your work. These include:

Work Ethics (BUSI 1202) – Student workers are required to enroll in and successfully complete BUSI 1202 during the first semester they are employed. BUSI 1202 is a hybrid course which begins with a mandatory face-to-face workshop followed by online modules.

Family Educational Rights and Privacy Act – This is a video training regarding the privacy of student records and associated topics.

Mandated Reporter Training – This is a video training outlining reporting requirements for instances of child abuse and neglect.

DISCRIMINATION & HARASSMENT

The commitment of Rend Lake College to the most fundamental principles of academic freedom, equality of opportunity and human dignity requires that decisions involving students and employees be based on merit and be free from discrimination in all its forms. Rend Lake College does not engage in discrimination or harassment, or tolerate discrimination or harassment, against any person because of the following protected categories: race, color, religion, sex, pregnancy, disability, national origin, citizenship status, ancestry, age, order of protection status, genetic information, marital status, sexual orientation including gender identity, arrest record status, military status, and unfavorable discharge from military service.

Discrimination is prohibited in all contexts at Rend Lake College, including but not limited to the following matters: recruitment, testing, hiring, compensation, assignments and promotions, training and development opportunities, leave, performance evaluations and access to services or facilities, and access to educational programs and activities, including career technical programs /

courses. Information about CTE program offerings and admission requirements is available at <https://rlc.edu/all-programs>.

Comprehensive information about this policy, including definitions, reporting procedures, contact information and more are available at www.rlc.edu/titleix-policy. Individuals reporting alleged or suspected violations of this policy should contact the Rend Lake College Police Department by visiting their office in the Student Center on campus, by calling them at 618-525-1911, or by email at police@rlc.edu (non-emergencies only). Reports also may be made using the complaint form available on the college's website, www.rlc.edu.

STUDENT WORKER GUIDELINES

Attendance & Work Ethic

As an employee of RLC, you play an important role in the daily operation of the college. As with any job however, you are expected to fulfill certain requirements to remain employed. Rend Lake College is under no obligation to keep in its employ any student who is unwilling or incapable of maintaining good work habits and attitude such as dependability, efficiency, and thoroughness. The following are minimum standards required of all student workers:

- You are expected to be in the workplace and ready to begin work at the start of your scheduled work period.
- All excused absence requests must be submitted in advance or as directed by the supervisor. In emergency situations, shorter notice may be accepted with the supervisor's approval.
- If unable to work due to illness, you must notify your supervisor as soon as possible, but no later than your scheduled start time. You must notify your supervisor on each day of your illness, before your start time, unless other arrangements have been made with the supervisor.

Failure to comply with this minimum attendance and work standard may result in formal reprimand from the supervisor or termination from employment, at the discretion of the supervisor.

Conduct & Appearance

The reputation of Rend Lake College is reflected by one's attitude toward students, staff, and visitors with whom they come in daily contact. Personal conduct should be in keeping with the highest standards and ideals with which Rend Lake College is operated. Regardless of the position, it is important to remember that good manners, appropriate dress and a willing, cooperative attitude are expected as part of the job.

An individual's personal appearance on the job reflects the image of Rend Lake College. Employees are expected to care enough about themselves and their positions to be neat and well-groomed at all times on the job and at campus events. Inappropriate or unclean clothes detract from the College's image and cannot be allowed.

INTERPERSONAL RELATIONS

Getting along with other people is a crucial part of your job. Personal contact with others while on the job should always be pleasant while remaining businesslike. Your courtesy is very important to convey a positive image of your department and Rend Lake College. Effectively relating to different personalities, including that of your supervisor, co-workers, and other students, is essential to your success not only as a student worker, but long after you leave Rend Lake College in pursuit of your career.



MISSION & VALUES

Rend Lake College provides accessible, high-quality educational opportunities which empower a diverse student population to achieve their goals and contribute to their communities. We are committed to our students' success in achieving their academic and career goals and to meeting the workforce and training needs of our community. With Rend Lake College, student journeys start here.

In serving our students and community, we are student-focused, authentic, and resourceful.



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