



DAKOTA COUNTY

TECHNICAL COLLEGE

STUDENT EMPLOYMENT MANUAL

A member of the Minnesota State Colleges & Universities System / EOE

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STUDENT EMPLOYMENT MANUAL

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PROCESSING FORMS

- Employee Data Sheet
- W – 4 (Employee Withholding Allowance Worksheet)
- I – 9 (Employment Eligibility Verification Form)
- Receipt of Student Employment Manual indicated by Signed Agreements
- Data Privacy Notice & Agreement
- Internet Use Agreement
- E-Timesheet Information

DAKOTA COUNTY TECHNICAL COLLEGE'S STUDENT EMPLOYMENT PHILOSOPHY

- The emphasis of student employment at Dakota County Technical College is focused on students serving students in support of the college mission.
- Employment is an important source of student financial assistance.
- Work experience is important for the achievement of future goals.
- College commitment to student education is advanced through student employment. An essential knowledge of work ethic and responsibility is gained through work.
- A pool of qualified and contributing student employees is essential to fulfill college needs.

STUDENT EMPLOYMENT PROGRAM INFORMATION

The Career Services Center offers students support as you seek on- and/or off-campus employment. If you like being around interesting people that are enthusiastic about their work and care about students, then DCTC's student employment options are going to be a good match for you. Visit this website to start learning more: <http://www.dctc.edu/student-employment>

This office assists prospective and current students, along with alumni, with career exploration including resources for later college transfer. The Center offers a yearly calendar of workshops and other club and campus-wide activities. You can engage and connect with employers at an annual large March Career and College Transfer Fair and other periodic job fairs. You might see the Director in classroom visits designed to suit the suggestions of instructors. All these offerings are enhanced by students seeking preparation tools and resources from the Center. In addition Career Services offers alumni similar services to those of students.

Dakota County Technical College (DCTC) employs students to provide an opportunity for them to learn job skills to be successful in the workplace while enrolled as a student. The student employment program is designed to assist students in securing part-time employment on campus to help meet a portion of their education expenses. Student employment offers you the opportunity to earn money without ever leaving campus.

Student employees shall not be a part of the classified service. Employment of either full-time or part-time students in any college work-study program, or in another work experience education program shall not result in the displacement of classified personnel or impair existing contracts for services. Student workers may assist regular employees in the performance of their duties, but

students shall not be employed to replace DCTC personnel or perform duties normally performed by regular employees when they are on leave of absence or who have resigned or retired. Positions should be directly benefitting and supportive of students serving students functions in assisting departments. If you have questions, reach out to Career Services.

Your work schedule is based upon your class schedule and you are never expected to work when you have a class. Most student employment positions do not require evenings or weekends; some such positions are posted on occasion and may be available for those who seek them. It may be that student employees hold more than one position in a department but it is discouraged for employees to be shared across units due to payroll issues that may occur. Students are required to maintain satisfactory academic progress to ensure a successful college experience.

You are encouraged to apply for a campus position as early as possible due to employment being on a first-come, first-offered-hire basis. A student employment award is NOT a guarantee of employment. All relevant eligibility status criteria must be met before commencing work. The number of students employed is contingent on the availability of student employment funding. Every attempt will be made to notify students as far in advance as possible if funds have been reduced. For work-study positions, this applies if a department has utilized available funding as allotted by the Director of the Office of Scholarships and Financial Aid.

MAIN CONTACTS ON STUDENT EMPLOYMENT PROGRAM

Questions? General Contact: studentemployment@dctc.edu

Contact **Jessica Ayub**, Director of Career Services in this office's room 2-202, as the main administrator of student employment.

Direct Contact: jessica.ayub@dctc.edu or 651-423-8283

Contact **Michael Crider**, in the Office of Scholarships and Financial Aid located in the Student Services Center area 2-210 near main entrance, for any other work study related questions.

Direct Contact: michael.crider@dctc.edu or 651-423-8299

Contact **Kelly Jesh**, in the Business Office at the first Cashier's Window near the main entrance, for any payroll related questions.

Direct Contact: kelly.jesh@dctc.edu or 651-423-8248

DEPARTMENT FUNDED STUDENT WORKER INFORMATION

On-campus employment through a department's Cost Center is funded by the college and is allocated to departments and offices of DCTC through the regular budget process. These funds are generally used to employ students that are not work study eligible as defined through the Financial Aid process. Typically, students with legal residence work eligibility and international student visa status are employed with this funding. Paperwork for international students is submitted to the delegated Minnesota State system office department. DCTC office or department may hire students as funds allow, with approval of their senior manager, Dean, or Vice President. It may be that general funds are allocated for this purpose and a process used to implement.

If offered a student worker position, a Student Worker Agreement must be completed and signed as indicated by the student, senior supervisor/manager, and specific campus leader to set-up payroll and before starting work. Again, international students have extra steps (see above).

WORK STUDY PROGRAM INFORMATION

Students with a demonstrated need for financial assistance may be offered jobs which, whenever possible, are intended to provide a learning experience. Positions might be that of a tutor, library worker, office worker, student ambassador, or a variety of other types of employment supporting students serving students.

Students may participate in the campus employment program if they have been awarded financial aid through the Federal College Work Study Program or the Minnesota State Work Study Program. Work study student employees are required to maintain satisfactory academic progress as outlined in the financial aid satisfactory academic progress policy on the college website.

Students eligible for work study must be registered for 6 or more credits in a semester at all times during the school year. If dropping to less than half-time, students may not continue to work.

At specific times of the college calendar, such as summer break, there may be requirements of number of registered credits in a prior and future semester. Federal Work Study (FWS) during the summer term is an extension of the prior academic year. If the student is not enrolled in classes at DCTC during the summer session, federal regulations require that part of the summer work study earnings be considered as an additional resource for the upcoming academic year and appropriate taxes will be deducted. This additional resource will be added to the student contribution and may decrease the student's eligibility for financial aid for the following academic year. If the student is enrolled at least half-time during the summer, earnings are considered a part of the summer school financial aid award and are not applied to the next academic year.

WORK STUDY PROGRAM INFORMATION (continued)

During times when classes are in progress and in session, students in work study positions are limited to work within 20 hours a week, based on availability. At times of semester break or school is out of session, student work study employees may be able to work up to 28-29 hours per week with supervisor approval. At the end of the term, any remaining funds may be forfeited depending on on-going or future student employment plans. See below resources and staff for specifics.

If offered a student employee work study position, a Student Financial Aid Agreement must be completed and signed by the student and office staff to set-up payroll and before starting work.

For general information about FWS student employment, visit this link for details:

<https://studentaid.ed.gov/sa/types/work-study> Further specifics on off-campus options in the public interest as a tutor or in family literacy are provided in this document:

<https://ifap.ed.gov/sfahandbooks/attachments/0708FSAHbkVol6Ch2finalAug2.pdf>

DCTC's Office of Scholarships and Financial Aid offer many online guidance and resources at:

<http://www.dctc.edu/admissions/pay-for-college/financial-aid/>

STUDENT RESPONSIBILITIES

If you are hired into a position, your signature on the work study agreement indicates that you will abide by the policies and procedures listed in the agreement and in this manual. You will be expected to complete the below documents and meet specific expectations as outlined.

If your paperwork has been completed, you may not work until an E-Timesheet is accessible to you in the online system. Any hours worked before this confirmation will be considered as volunteer hours. There may be unusual circumstances that interfere and will be taken into consideration. A first day at work requirement is to complete Data Privacy training which is confirmed in the grade section of D2L. It is recommended that student employees will also complete the "Right to Know" online 15 minute video training from Minnesota State's System Office, which you can find in the below Workplace Safety and Prevention Control section.

Additional documentation is required of international students. These documents are provided to the Minnesota State system office and students are unable to work until verification is received of appropriate completion.

- **Sign a work study agreement with Financial Aid or student worker agreement for department budget funded positions.** The student worker agreement can apply to work-eligible legal residents and international students who are ineligible for financial aid.

STUDENT RESPONSIBILITIES (continued)

- **Sign an I-9 (employment eligibility verification form).** You will also need the appropriate documents from the lists with the I-9 form. You must present the I-9 form in person with the required original or certified documents necessary for verification.
- **Sign Internal Revenue Services (IRS) tax related W-4 form(s).** International students are required to complete these in a specific way for both state and federal taxes.
- **Sign a Data Privacy Notice.** This form confirms that you agree to assure confidentiality concerning any student information while performing duties of employment.

In addition, **all student employees need to complete online Data Privacy and student worker training as added to their Courses in their Desire2Learn (D2L) Brightspace system.** Career Services will add applicable training and you should receive an auto-generated email verifying your enrollment. Also, your grade area will be checked by supervisor and/or Career Services to confirm completion. This can be your first paid work task at the new job once payroll is set up.

- **Verify Receipt of Student Employment Manual.** Your acknowledgement of receipt of the manual is required confirming your assurance of compliance with all policies and procedures outlined. This is part of your signature on either Agreement accepting a Department Funded Student Worker or Work Study Financial Aid position.
- **Communicate with your supervisor to arrange a work schedule.** While classes are in session student employees can work up to 20 hours per week. Other rules may apply when classes are not in session. Rest period breaks should be 15 minutes for 4 hours consecutive scheduled work, while no less than a 30 minute unpaid lunch break is earned near the mid-point during a shift of 8 hours. Employees should not exceed 8 maximum hours on a daily basis.
- **Students must be paid for all hours worked.** A student may not be paid for receiving instruction in a classroom, laboratory, or other academic setting and receive college credit. Supervisors may not accept voluntary services from any student employee.
- **Report for work as scheduled and on time.** Student employees should be supervised by a college employee and have access to a designated supervisor at all times. Students are not to be paid for studying, yet it may be work tasks are such that a supervisor approves it. You are not allowed to work at home or regularly off-campus in typical DCTC positions.

Off campus federal work study jobs with state public agencies, like a Minnesota State institution, must be in the public interest as defined in policy; qualifying positions are in programs related to reading tutor with children who are preschool age or are in elementary school or family literacy. The Career Services and Financial Aid departments are encouraging such off campus work study jobs and ask you to contact us for more information.

STUDENT RESPONSIBILITIES (continued)

- **Ask your supervisor for a change in work schedule or permission for time off at least a day in advance or according to your supervisor's instructions. Student employees do not accrue vacation, sick leave, or other paid time off.** Arrangements for time off without pay are negotiated and approved within the employing unit. Academic break periods are a function of the academic calendar, and do not relate to student employee work assignments unless it conflicts with other school activities like athletics.
- **Contact your supervisor personally if you will be absent due to illness as early in the work day as possible or according to your supervisor's instructions.** In the event you have not contacted your supervisor regarding your absence over a period of several days, the Career Services office will be notified. A letter will be sent to the mailing address you have on record at the college requiring you to respond within 5 business days. Failure to respond will result in automatic termination.
- **Perform your work professionally and exceed your own high standards;** complete all work to the best of your abilities; ask questions; use time wisely; avoid socializing on the job; do not gossip; be courteous at all times to your supervisor, co-workers, faculty, staff, other students, and guests of the college; dress appropriately on the job.

Personal phone calls should only be made based on need and limited in number and length.

Campus computers and all other DCTC owned equipment are to be used solely for the purpose of conducting the business of the college.

Employees should always appear neat and clean:

- No hats, shorts, sweat pants, torn jeans, wrinkled or improper clothing are permitted during work hours.
- Slacks or khaki pants are recommended.
- Considering summertime attire, check with your supervisor for the current dress code.

During special events employees may be asked to dress in a more professional manner.

- **Be a responsible employee;** show your abilities to be efficient, honest, trustworthy, and responsible stewards looking after state resources. Maintain confidentiality regarding student and college records that you may have access to as part of your job assignments.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

STUDENT RESPONSIBILITIES (continued)

All DCTC employees and any students involved in work with the campus must abide by Minnesota State policies and legal standards on FERPA and Data Practices:

<http://www.asa.mnscu.edu/studentaffairs/datapractices/index.html>

- **Meet any other conditions for employment established by your supervisor.**
- **Discuss any work-related problems you experience with your supervisor.** Issues may include schedules, job expectations, lack of hours, etc. If you and your supervisor cannot resolve the problem, contact the Career Services office.
- **Understand that your supervisor may terminate your employment with the department if, after discussing the situation with you and providing you with written notice of your performance, your work remains unsatisfactory.** If you feel the dismissal is unjustified, contact the Career Services office within 1 week of your termination to discuss the situation. See relevant details in two related sections later in this Manual.
- **Track your total student employee earnings.** Make sure you do not exceed your total work study award amount, if employed with financial aid funding. The work study position must be terminated upon earning the full amount of your authorized award.
- **Give a 2-week written notice to your supervisor.** If your financial aid award is exhausted, you will need to end employment. There are certain periods of the year, where you may be eligible to access new funding and resume or find new employment.
- **Generally, student employees use their own vehicle if traveling for Dakota County Technical College.** In the notice below, there are additional requirements otherwise:

NOTICE: In accordance with the Minnesota State Colleges & Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.

SUPERVISOR RESPONSIBILITIES FOR STUDENT EMPLOYMENT

Throughout this Student Employment Manual, there is applicable guidance for supervisors as well as students. Further clarification and additional areas of coverage are outlined in this section. DCTC has re-implemented prior procedures to encourage student success and easy access to resources by both students and campus student employment supervisors. We have revised the

existing website at www.dctc.edu/student-employment as one resource center to promote to students with guidance for both on- and off-campus opportunities. Our student employment process is still a work in progress and significant updates will be communicated. Supervisors and students are expected to review information to keep current with any changes.

You are reading a student employment manual that was originally created in 2015 by the Office for Scholarships and Financial Aid and has been revised and updated in cooperation with a number of campus personnel and accessing the system office. Also, we have returned to the previous practice of posting student employee openings on the College Central Network recruitment website. Students can easily access both on- and off-campus openings in one system. Supervisors now have instructions on posting in this system and may edit former postings in the future as they are retained in the account. Senior supervisors enjoy eliminating one of the former JIRA tickets and Career Services no longer does other JIRA requests for Marketing to post up and take down website content where the PDF job postings were located. These managers who do Onboarding Requests will still approve all positions for their units based on allotment resources if applicable (see below).

As DCTC employees, we may have the privilege to play a prominent part in the growth of our students in an employment capacity. You are invited to review what another institution, [Green River College](#), shared with their supervisors on responsibilities: “Thousands of hours of work each year are performed by student employees. It would be safe to say that collectively, as well as individually, the campus community benefits greatly from these many hours of student work. Discussing the following with your student employees will ensure a smooth, successful beginning in his/her new work environment.”

Supervisors are provided details on following the hiring process to maintain human resources, financial aid, business office and other campus functions as applicable to federal and state laws and regulations. This ensures smooth onboarding and streamlined processes to follow for supervisors and students. Each position with a student employee requires a job description provided to Career Services; new postings are entered in the College Central Network system.

Supervisors have the pleasure of training student employees and promoting their employability skills and professional development, while monitoring their work quality and productivity. Students must be able to access a supervisor, so as the direct supervisor if you are unable to be around, you will want to arrange a designated substitute and communicate details with the student.

We anticipate returning to a former system of department allotment of financial aid funding as administered by Scott Roelke, Director of Scholarships and Financial Aid (Room 2-210, scott.roelke@dctc.edu and 651-423-8297) and unit managers will partner to address coverage needs with various employees within the annual budget. If you are a faculty member who is a direct supervisor, your Dean will be the manager to see about this process.

SUPERVISOR RESPONSIBILITIES FOR STUDENT EMPLOYMENT (continued)

Career Services has available to supervisors suggested materials to make your own and provide students with real-world experiences in **interviewing, reference checks, and performance reviews**. In the Appendix at the end of this Manual, a review form is provided and contact Career Services for additional samples. As we know with any hiring, not everyone is the best fit or a top candidate in a pool for specific positions. While hiring on-campus, you may find a student is better suited to excel and provide quality services and support in one position versus another, even in the same department. It is suggested that 1-2 DCTC employees are found for reference checks for on-going students. The supervisor hiring can serve as the reference for their own students if faculty, or you can be one source for those you've had interactions with on-campus in other capacities.

PAYROLL PROCEDURES

Currently, the pay rate at Dakota County Technical College is \$9.50 per hour for both financial aid and department budget funding options.

Students are paid every 2 weeks. There is an annual schedule available of pay day dates and supervisors do receive reminder emails to approve the E-Timesheets that students submit. It is encouraged that brief details in the Comment section be completed daily by students logging their time and work activities. Bi-weekly payroll will be processed through the option selected by the student on BankMobile.

Typically, students must be registered in a minimum of 6 credits per semester to participate in the work study financial aid program. The Financial Aid department is your resource concerning credits and work study employment eligibility. **According to the policy and guidelines issued by the Minnesota State System Office, a student taking less than 6 credits per semester will have FICA (federal social security and medicare tax) withheld from payroll.**

It is important that Supervisors notify the Career Services office about significant changes in work schedule (gaps, leave, termination, etc.) to ensure payroll is processed appropriately.

Computer access on-campus and available wages can be affected by payroll status, so signing necessary student employment agreements at requested or needed times of year is important.

MINNESOTA STATE COLLEGES & UNIVERSITIES BOARD POLICIES

Both Supervisors and Students must understand applicable conditions for student employment. **Read applicable Board Policies of our system office for the State of Minnesota colleges and universities.**

Source: The entire list may be accessed from <http://www.mnscu.edu/board/policy/index.html>

Contact the Career Services office if you have any concerns related to policies below, if not otherwise indicated in another section of this document.

Chapter 3 - Educational Policies

3.1 - Student Rights & Responsibilities

3.6 - Student Conduct

- Procedure 3.6.1 - **Student Conduct**

3.8 - Student Complaints and Grievances

- Procedure 3.8.1 - **Student Complaints and Grievances**

Chapter 4 - Human Resources

4.5 - Student Employees

1B - Equal Education and Employment Opportunity

- Procedure 1B.0.1 - **Reasonable Accommodations in Employment**

1B.1 - Equal Opportunity and Nondiscrimination in Employment and Education

- Procedure 1B.1.1 - **Report/Complaint of Discrimination/Harassment Investigation and Resolution**
- Procedure 1B.1.2 - **Preferred Name**

1B.2 - Affirmative Action in Employment

1B.3 - Sexual Violence Policy

- Procedure 1B.3.1 - **Response to Sexual Violence**

1B.4 - Access and Accommodation for Individuals with Disabilities

1C - Code of Conduct & Ethics

- Procedure 1C.0.1 - **Employee Code of Conduct**

1C.2 - **Fraudulent or Other Dishonest Acts**

FAIR EMPLOYMENT POLICIES AND RELATED COMPLIANCE

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status. Information contained in this publication will be made available, upon request, in an alternative format such as large print or audio tape.

In the hiring process, students may be asked if they are able to perform the functions of the employment position with or without accommodation. Any issues related to disability status are confidential. It is appropriate for and encouraged that students eligible for services with DCTC's Disability Services, contact Anne Swanberg (Room 2-141, anne.swanberg@dctc.edu and 651-423-8469) for assistance.

If applicable, it is the responsibility of the student to provide Jessica Ayub, the Director of Career Services (Room 2-202, jessica.ayub@dctc.edu and 651-423-8283) with any work ability papers on conditions outlining physical and/or functional limitations which are to be provided to DCTC as your employer. It may be that a student has physical lifting limits and need assistance with heavy objects, for instance. Also, if a supervisor learns that a student employee may have workplace restrictions that have not been disclosed which apply to and affect performance of their work tasks, the Supervisor should contact the Director of Career Services to initiate private communication with the student in case any accommodation is needed. Any paperwork is retained by the Career Services Director in the student's employee file to meet human resources requirements.

WORKPLACE SAFETY AND PREVENTION CONTROL

DAKOTA COUNTY TECHNICAL COLLEGE TRAINING, IF APPLICABLE: BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN HAZARDOUS CHEMICALS EXPOSURE CONTROL PLAN

In accordance with the Occupational Safety and Health Administration (OSHA), Dakota County Technical College is arranging that student employees must be trained in handling specific materials. These include handling and harm prevention with hazardous chemicals and materials, along with dealing with blood borne pathogens.

Supervisors are responsible for ensuring student employees in relevant student employee positions, who may handle or come in contact with such materials, are connected with the appropriate individual below:

INFORMATION AND TRAINING CONTACTS:

Lori Carlson, Health & Safety Coordinator (Room 1-500) lori.carlson@dctc.edu 651-423-8371

Kate McMenemy, Biology Lab Assistant
kate.mcmenemy@dctc.edu 651-423-8650

Note, supervisors are encouraged to support all student employees to complete **“Right to Know” training as provided by the Minnesota State System Office**. This short narrative slide training introduces key topics related to workplace safety, prevention control when interacting with possibly dangerous materials, and emergency readiness.

- Student employees should complete the 15 minute "Right to Know" training session at www.hr.mnscu.edu/new_employee/ertk/ertk.html

Once employed at DCTC, students are to report any on the job injuries immediately to your supervisor. The student employee and assigned supervisor will need to complete an incident report within 24 hours. Incident reports can be immediately obtained on the DCTC Intranet under the Health Services department forms. Failure to report an injury within 24 hours may result in a loss of benefits.

Jessica Ayub, the Director of Career Services (Room 2-202, jessica.ayub@dctc.edu and 651-423-8283) and our Human Resources office (Room 2-303, hr@dctc.edu and 651-423-8411) must be notified. If the injury requires medical services and/or lost time from work, all additional necessary paperwork must be completed within required number of working days of the incident, as per current procedures. Human Resources and Career Services will arrange to retain Workers' Compensation documentation.

STUDENT EMPLOYEE DISCIPLINE PROCEDURE

In order for the student employment to be a legitimate resource on campus, certain procedures must be put in place to ensure accountability. One such procedure is the discipline of student employees who are not productive and cooperative. Student workers must realize that with any job there certain expectations. If expectations are not achieved, workers run the risk of having employment terminated and jeopardizing consideration for future employment.

A discipline procedure should not create animosity between the student employee and the supervisor. It should be used as a tool for communication. It is important to discuss problems informally before beginning a formal process. The following process includes both procedures:

A. Informal meeting(s)

If the supervisor observes a problem situation with a student, it should be brought to the attention of the student immediately. If this is done when the problem arises, conflict can usually be settled without further action.

B. Informal warning(s)

This should be done after it has been made very clear to the student that the performance has been unsatisfactory. The warning should state that if the performance does not improve, termination will result. Although this is done orally, documentation should occur and be kept on record.

The student signature on the informal warning simply means that the student is aware of the action being taken against him or her. In no way does it suggest that the student agrees with the reasons for the warning.

C. Formal written warning(s)

If after the formal warning(s) the problem still exists, a written warning should be issued. The warning should state that further infractions can result in termination. A copy of the formal written warning will be forwarded to the Career Services Center for inclusion in the student record.

If the student pursues another campus job, copies of formal warnings will be provided to prospective supervisors.

The student is to be given an opportunity to rebut the accusation stated on the formal warning.

The student should sign the formal warning with the understanding that he or she is aware of the consequences of the formal warning, has the opportunity to discuss the warning with the Career

Services office and/or other relevant campus leaders, and recognizes that further negligence could result in termination.

D. Formal Termination

If the student does not respond to the formal written warning, immediate termination may result. The supervisor should then draft a letter of termination, noting last day of employment, and ensure copies are provided to the student and the Director of Career Services. The supervisor or Career Services are to agree on who will contact the Business Office so that payroll records can be closed upon termination.

STUDENT EMPLOYMENT GRIEVANCE PROCEDURE

A student employment grievance procedure is a way for students to bring concerns over unfair treatment to an unbiased source and have that treatment reversed if the student's concerns are legitimate.

This process is not intended to create disrespect between students and supervisors. It is used to promote communication and utilizes informal resolution of problems.

Grounds for a student grievance include the following situations:

The discipline procedure was not followed by the student employee supervisor.

The grounds for termination used by the supervisor were unjustified and arbitrary.

The supervisor of a student employee did not follow his/her stated responsibilities as listed in this manual.

The student grievance procedure consists of the following steps:

Follow our Minnesota State policies and procedures as also provided online in below section.

A. Informal discussion with the work study supervisor

Some confusion about termination can be attributed to poor communication. If both parties approach this step with an open mind the problem can be resolved.

B. Informal complaint

If there is no agreement the student should discuss the issue with the **Director of Career Services** (Room 2-202; Jessica.ayub@dctc.edu and 651-423-8283), who can then explain the student's options. This can occur at any point during the discipline procedure, but is most logical when a student has received a formal warning or has been terminated.

C. Informal meeting

If the student continues the grievance process, an informal meeting should be set up between the student and the supervisor with the Director of Career Services serving as mediator. This should occur no later than 5 working days after the student has filed an informal complaint.

D. Formal written complaint

If the informal meeting does not result in resolution, the student should first connect with Career Services Director, and then they may file a formal complaint with DCTC's **Associate Vice President of Student Affairs**.

E. Grievance hearing

If a formal complaint is on file, the procedure will be handled following guidelines listed on the college website.

APPENDIX A

Student Employee Evaluation

Courtesy of Pennsylvania State University

Student Name: _____

Supervisor: _____

Department: _____

Date of Evaluation: _____

Evaluation Key: 1 = Unsatisfactory 2 = Fair 3 = Average 4 = Good 5 = Excellent

Check Appropriate Number:	1	2	3	4	5
1. Self management and initiative					
2. Job knowledge					
3. Employs critical thinking in problem solving and decision making					
4. Seeks involvement and feedback from others					
5. Teamwork – cooperation with co-workers					

Check Appropriate Number:	1	2	3	4	5
6. Writes and speaks coherently and effectively					
7. Customer service					
8. Ability to follow direction and instruction					
9. Punctuality and attendance					
10. Time management					
11. Keep work area neat and organized					
12. Appropriate dress and presentation					
13. Attends all mandatory training sessions/meetings					
14. Overall performance					

Strengths: _____

Areas for improvement: _____

Rehire

Probation

Do Not Rehire

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

**My signature indicates that I have been advised of my performance and does not necessarily imply that I agree with the evaluation. I understand that I may attach comments to this document to be held on file.