

From: Dunn, Heather

Sent: Thursday, April 01, 2010 8:44 AM

Subject: Updated Policy Regarding Summer Student Employment

Student Employment Policies for the summer have been updated and revised in the Student Employment Handbooks. Please review the information below prior to hiring any student(s) for summer employment. Thank you for your cooperation.

Updated Policy Regarding Summer Student Employment

The summer student employment program begins following graduation, and concludes in late August.

During the summer, the Student Employment Office coordinates one student employment program.

Institutionally funded on-campus employment.

There are NO Federal Work Study positions available during the summer.

Research and grant opportunities are coordinated directly through the Research and Development Office. All Research & Development positions are full-time 40 hour per week positions. Students who accept a summer research & development position are not permitted to accept other positions on campus.

All students are limited to working a maximum of 40 hours per week during the summer, regardless of the number of positions held. Dickinson College does not allow students to work greater than 40 hours per week and will not allow any overtime.

Student employees who work greater than 40 hours per week will be in violation of college policy. The following procedure will be followed for students/supervisors who violate overtime policy:

First time offense: The student and the supervisor will be notified by email regarding the violation.

Second offense: The student, the supervisor, and the Divisional Vice President/Provost will be notified by email regarding the violation.

Third offense: The student, the supervisor, and the Divisional Vice President/Provost will be notified by email and the student will be terminated immediately.

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