



Community Outreach Federal Work-Study Student Procedures:



Scheduling

We ask that you establish your work schedule with your Community Partner during the first week of being on site. Failure to do so indicates that you should not be working here. If you are having trouble completing the above task, please contact the Martin Serves Coordinator for assistance.

Creating Your Schedule for the Semester

- Work one-on-one with your Site Supervisor to set up your schedule.
- If you need to change your schedule, do so as soon as possible.

Once you have established your schedule

- Keep that schedule. If you find that is difficult, talk with your Site Supervisor to change it so it will work for both of you.
- We expect you to keep your regular hours.
- Always call in when you have to miss. Failure to do so will result in disciplinary actions.
- Keep to your scheduled work time! Do not arrive a minute late or leave a minute early unless otherwise instructed by your Site Supervisor.

Note: If you have to miss, call your Site Supervisor and the Martin Serves Coordinator immediately to inform them of the circumstances. If the above persons are not available, leave a voicemail for that person and let another full-time employee know what is going on. **DO NOT tell another student to inform your Site Supervisor. If this is done it will result in a reprimand.**

Office Policies

Holidays

We observe all campus holidays. Check the MMC Academic Calendar for scheduled campus wide holidays and be sure to share them with your Site Supervisor **in advance.**

Payroll, Timesheets & Time Cards

Payroll: This is an accounting issue not involving Martin Serves. To check on the progress of your work study pay out see the Business Office in Colonial Hall.

Timesheets: In order to make sure your hours are correct and that you are getting paid, you must have your time sheets turned in at the end of every month to the Martin Serves Coordinator. They must be correctly filled out and they must be signed by the Site Supervisor and a full-time Religious Life staff person! Failure to do so will result in an inability to receive your compensation. The timesheets will be kept in a Work Study folder on the Religious Life Work Study computers in the Center for Church Leadership.

Student Staff Disciplinary Procedures

While we do not expect to have disciplinary matters with our staff, we feel it is important that all Student Employees be made aware of the policy in regards to disciplinary actions that might be taken due to misconduct. As this program is part of Martin Methodist College, we hold ourselves to the same standards as the rest of the college so the Honor Code is always in affect.

Oral reprimand: This is the least severe disciplinary action. A discussion will occur between you, your Site Supervisor and the Martin Serves Coordinator in regards to the issue.

Written reprimand: These are given when the oral reprimand has failed to work or the offence calls for it. At this point, the director is notified and the Site Supervisor must place a written copy in the hands of the employee and give one to the Martin Serves Coordinator to put into the employees file. The Site Supervisor is also responsible for telling the employee of his or her right to appeal.

Probation: An employee may be placed on probation for a specified amount of time that has been clearly stated in a letter given at the time of probation. In that time, the employee is to improve in the specified area. If he or she does not comply and fix the problem, then the employee may be terminated.

Termination: This occurs when the above conditions have not been met. In most cases, employees can expect an oral reprimand first followed by the outlined procedures in order. However, if the offence is grave enough, then we reserve the right to forgo the procedure and terminate the employee.

Rules of Conduct

By signing this contract, the student agrees to the following standards, concerns, problems, and suggestions should be directed to the Martin Serves Coordinator.

A. **At all times** the Student Employee shall:

- Demonstrate professional, courteous conduct.
- Attend service and mandatory meetings consistently.

B. **Will not** engage in activity that:

- Is illegal under local, state or federal law.
- Pose a significant safety risk to others.

Performance Standards or Expectations

Community Outreach Federal Work-Study students are responsible for:

- Attending mandatory meetings.

- Attending an orientation provided by the agency.
- Attending an orientation provided by the Martin Serves Coordinator.
- Attending other required meetings, retreats, projects, or any other activity set forth by the Martin Serves Coordinator that may be immediately posted and made publicly available to the member at the time of his or her acceptance into the program.
- Turning in time sheets on time.
- Actively engaging in service that your agency performs.

Drug-Free Work Place Policy

In accordance with the Drug-Free Workplace Act, 41 U.S.C. s 701 et seq. / and implementing regulations, 45 C.F.R., the Federal Work-Study member is notified that:

- A. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited by Martin Methodist College and places of service;
- B. Conviction of any criminal drug state must be reported immediately to the Martin Serves Coordinator by the Federal Work-Study student;
- C. The Federal Work-Study student's participation is conditioned upon compliance with these prohibitions;
- D. Certain actions, including dismissal, will be taken against any Federal Work-Study students for violations of such prohibitions;
- E. Federal Work-Study Community Partners may decide to implement a more comprehensive drug-free policy; such policies may include mandatory drug testing.

Release for Cause

The Community Outreach Federal Work-Study program may release a student for cause for the following reasons:

1. The student drops out of the program without proper notification made to the Martin Serves Coordinator and/ or the Site Supervisor of the student's site.
2. The student is convicted and/or charged of a violent felony, or the sale, distribution, or possession of a controlled substance during the term of service;
3. The student fails to uphold Federal Work-Study standards as outlined in the MMC Honor Code.
4. The student commits any serious breach that, in the judgment of the Martin Serves Coordinator, undermines the effectiveness of the program.

By signing this document, I hereby state that I understand and agree to the above terms and conditions.

Student Signature: _____ **Date:** _____

Release and Authorization

Martin Methodist College Release of Indemnification Agreement

First name: _____ Last name: _____

MMC I.D.: _____ Address: _____

Description of Activity or Trip: Community Outreach Federal Work-Study Program

Mode Of Transportation: _____

Community Partner: _____

Term of Service: From: _____ To: _____

Emergency Contact Information:

1. Name: _____

Phone #: _____ Relation: _____

2. Name: _____

Phone #: _____ Relation: _____

3. Name: _____

Phone #: _____ Relation: _____