

POMONA COLLEGE
Student Employment Agreement
Rights and Responsibilities
Policies and Procedures

The Pomona College Student Employment Program is designed to provide employment opportunities for college students who are in need of earnings in order to pursue a course of study at Pomona College.

- ✓ The program enables students to earn money during the academic year to help defray college expenses.
- ✓ The Office of Financial Aid is responsible for determining the eligibility of all students who apply for work under the program.
- ✓ Employment positions are listed in Handshake, available at <https://www.pomona.joinhandshake.com/login>
 - Applicants must be currently enrolled as a full-time student (minimum of three courses) at Pomona College.
 - Applicants must be in good academic standing while employed under the program.
 - Off-campus employment must be with a non-profit agency, either public or private, and duties performed may not be directly involved in religious and/or political activities. The Office of Financial Aid requires written verification of an organization's non-profit status through a copy of their "Exemption Letter" and must have a valid contract on file.
 - Positions for Student Employment students must not displace regular employees.
 - A student is allotted a maximum amount of money to earn per academic year (or semester). The student must not work beyond this maximum amount.
 - A student may not work more than five (5) hours without taking a half-hour meal break. A student may never work more than eight (8) hours in one day.
 - Students limited to a maximum of twenty (20) hours of work per week while school is in session. During school vacations, domestic students may work up to forty (40) hours of work per week, with approval from their supervisor *International students must limit their work hours to 20 hours per week to avoid violation of their F-1 status.
 - In no case may a student be paid for receiving instruction in a classroom, laboratory, or other academic setting. Payment for internships or practicum must be approved by the Office of Financial Aid.
 - Students cannot work hours that conflict with their class schedules.
 - As a condition of employment under a federal grant, an employee must notify her/his supervisor, in writing, of a conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
 - Students are responsible for monitoring their earnings to ensure that they do not exceed their earnings allotment.
 - No part of a student employment award that remains unearned at the end of the academic year, or the award period, may be carried forward to the next period or academic year.
 - All hours, or partial hours, worked must be reported on Kronos, according to the date and actual time work began and ended. Students must record meal breaks in Kronos.
 - STUDENTS MUST APPROVE THEIR TIMESHEETS ON KRONOS ACCORDING TO THE PUBLISHED PAYROLL SCHEDULE, IF THEY EXPECT TO BE PAID ON TIME.
 - Paychecks are sent to student boxes in the Smith Campus Center approximately ten days after a timesheet has been processed, such that the work performed between the 1st and 15th day of the month will be paid for between the 16th and the 26th day of the month and work performed between the 16th and last day shall be paid for between the 1st and 10th day of the following month.
 - All student employees will receive 24 hours of front-loaded sick time the first workday of the fiscal year, regardless of their current balance of sick time. The front-loaded 24 hours of sick time will ensure that student employees receive the minimum amount of yearly sick time as required by California law. Front-loaded sick time that is unused during the year will not roll over to the next year. Front-loaded sick time will run concurrent to any sick time that is accrued by the employee in accordance with this policy.

*International Students should be aware that they will have a violation of status if they work more than 20 hours per week, inclusive of all on and off campus employment. * For more information visit: <https://www.pomona.edu/international-student-services/international-student-maintaining-legal-status/international-student-status-regulations>

I attest that I have read and understand the provisions of the Pomona College Student Employment Program, and that I will adhere to them.

Signature

Date

Last Name (please print)

First Name

Student ID Number

Return a copy to the Office of Financial Aid. Retain a copy for your records.