



HOUSATONIC COMMUNITY COLLEGE SUPERVISOR AND STUDENT ASSISTANT CERTIFICATION

In consideration of the requirements and expectations of the student assistant programs at Housatonic Community College (HCC), I hereby certify the following as the student assistant supervisor.

- The student assistant position in this department provides, to the maximum extent practicable, reinforcement for the student's educational program or career goals.
- The student assistant assignment does not replace or displace a permanent employee.
- The student assistant assignment will take into consideration the student's class schedule and the number of hours per week the student can work. A mutually agreeable schedule will be negotiated.
- All duties and responsibilities of the assignment will be clearly explained to the student, and will take into consideration any disabilities the student may have.
- The work performed by the student will be monitored, and training or guidance necessary for effective assignment performance will be provided.
- The student assistant will be treated with the same respect and consideration as any other employee of the institution.
- A student working six (6) consecutive hours must be allowed a 30-minute unpaid lunch break (six hours work plus half-hour lunch, total time period 6 ½ hours).
- The student assistant will not be permitted to work during their scheduled class time. Exceptions to this situation will only be allowed if the student's individual class is cancelled or if the instructor has excused the student from attending for that particular day. Documentation of any such exceptions must be maintained by the supervisor for at least three (3) years.
- Problems will be resolved by communication between the supervisor and the student assistant. A problem that cannot be resolved should be brought to the attention of the HCC Human Resources Office.
- Time cards submitted to the HCC Payroll Office must be signed by the supervisor.

Supervisor Name: _____ **Signature:** _____ **Date:** _____

In consideration of the requirements and expectations of the student assistant programs at Housatonic Community College (HCC), I hereby certify the following as the student assistant:

- I accept employment at HCC and am enrolled for at least six (6) credits each semester. If my employment extends into the summer, I will enroll for at least six (6) summer credits and/or at least six (6) credits in the subsequent fall semester.
- I understand that pre-employment background checks will be required as part of the hiring process.
- I must notify my supervisor of any changes in my student status (e.g., withdrawal, academic warning, decrease in enrollment, etc.). I understand that this may alter my eligibility for the student assistant programs.
- I have received a copy of the CSCU Ethics Statement. I understand and agree that, as a public employee, I must use my best efforts to comply with the standards set forth within.
- I understand that if I am unable to work on a scheduled day I must notify the supervisor in advance. In case of illness, notification must be given to the supervisor as soon as possible.
- I understand that I am assigned to work a specific number of hours, and that I will work no more than twenty (20) hours per week when classes are in session. I understand that the total biweekly time card cannot exceed thirty (40) hours of work.
- I understand I may not work more than eight (8) hours in one day. I understand I may not work more than six (6) hours in any one day without a ½ hour lunch break. I understand I must be allowed a 15-minute break after working three (3) hours.
- I agree to abide by all HCC regulations, procedures, and all departmental rules as established by my supervisor.
- I understand that the use of the phone, computer, and other technology for anything other than reasons related to my assignment, is not authorized. I understand that I may not do homework during my assigned hours.
- I understand that working during scheduled class time is prohibited. Exceptions are permitted if an individual class is cancelled or if the instructor has excused me from attending for a particular day. I must provide documentation to my supervisor of any such exceptions.
- I understand that my time card must be completed, signed, authorized by my supervisor, and submitted to the Payroll department in a timely manner.
- I understand that I may be working with information (such as student records) that is confidential. I agree not to discuss such information with anyone other than my immediate supervisor and not to remove such information from the office in which I am employed, under penalty of law. I also understand that if I break this agreement my employment can be terminated and I may jeopardize my ability to engage in other employment at HCC.

Student Assistant Name: _____ **Signature:** _____ **Date:** _____