

AGREEMENT OF PRINCIPLES CONTRACT

Department: Student Financial Aid, student employment area

Job Title: Office Assistant/Student Employment

DUTIES AND RESPONSIBILITIES:

1. Refer students to Student Job Finder to view on and off campus employment openings.
2. Counsel students concerning job opportunities and general financial aid information.
3. Review in Banner students who were unable to log on SJF.
4. Determine if student is eligible for the FWS program by checking appropriate information.
5. Review for accuracy all W-4 forms submitted by student employees. W-4 forms must be filled out in ink.
6. Take new job listings from off campus employers and make certain that ALL necessary information is received.
7. Process Payroll Authorization Forms of hired students, according to established guidelines, to allow for Payroll System input.
8. Large volume of filing and paperwork, along with other office duties as assigned, including pulling financial aid files for the Associate Director and/or Program Coordinator.
9. Assist with any off campus processing or procedures when necessary or instructed by Program Coordinator and/or Associate Director.
10. Refer students to full-time office staff members when necessary.
11. Complete special projects assigned by the Program Coordinator, Office Support Specialist, Payroll Specialist III, Associate Director or the Director of Student Financial Aid.

OFFICE PROCEDURES AND REGULATIONS:

1. The student employee will report daily to the Office Support Specialist or Program Coordinator.
2. The student employee will sign the Student Time Sheet located in the Student Financial Aid office with the exact time of arrival and departure each day.
3. The student employee is requested to notify the Office Support Specialist, Program Coordinator, Payroll Specialist or Associate Director (in that order) at least 24 hours prior to unavoidable absences, but preferably one week in advance. Request forms for time off may be obtained from the orange folder in the student employee desk and must be completed any time scheduled hours are not worked. Requests that contain alternative coverage will be given priority.
4. Absence due to illness should be reported prior to scheduled working hours. Call the Program Coordinator or Office Support Specialist. Except in cases of extreme emergency, the employee must contact the Program Coordinator or Office Support Specialist personally, as opposed to having someone else call in. FAILURE to report absences could result in termination.

5. Because of the need for constant coverage in the area, students are expected to work their scheduled hours, except in extreme emergencies or occasional illness. Excessive absenteeism or tardiness for whatever reason will result in termination of employment.
6. The student employee is expected to inform the Office Support Specialist or Program Coordinator and/or another worker when leaving the office. If you are the only student employee in the office, do not leave the office without telling the Office Support Specialist, Program Coordinator, Payroll Specialist or Associate Director.
7. Student employees are not permitted to have social visits with friends or do school projects during work hours.
8. Eating will not be permitted in the office, except on special occasions such as office parties.
9. Student employees must not loiter in the office to study or visit when they are not scheduled to work.
10. Student employees are expected to behave in a professional manner. Conflicts that arise should be brought to the attention of the Office Support Specialist, Program Coordinator or Associate Director. Office bickering, fussing, etc. will not be tolerated and will be grounds for a written warning, which will be placed in the student's file.
11. When you leave for the day, DO NOT leave supplies out.
12. Student workers are expected to do their share of the work. It is inappropriate to leave the filing, etc. for the person who comes in after you. At times when we are extremely busy, and work must be left unfinished, leave the work, along with CLEAR instructions, on the back imaging desk. This should be done only on rare occasions.
13. Working hours and office supplies are not intended for course work or personal use.
14. Personal phone calls may be made only if they do not require the use of the office's long distance access code and only if it could not have been made during non-work hours, or in emergencies and should never be made to friends and family for the purpose of "chatting." It should be understood that any misuse of the long distance access code will result in **immediate termination**.
15. Questions about financial aid eligibility or policy matters should be referred to the Program Coordinator or Payroll Specialist as necessary.

SCHEDULE OF WORK HOURS:

Hours will be scheduled with the Office Support Specialist or Program Coordinator at the beginning of each term in 1 hour or more blocks. Adjustments to that schedule will not be made after the first week of the term, unless class schedule changes. Dropping a class does not constitute a class schedule change.

ENROLLMENT GUIDELINES:

The following responsibility statement regarding enrollment, class attendance, and academic progress will be adhered to:

"I understand that in order to continue eligibility for student employment I must be enrolled in classes at SIUE. I agree to enroll for and maintain at least the minimum enrollment requirements each term I work at SIUE. I will promptly notify my supervisor if I withdraw from school or decide not to re-enroll at SIUE. I will work only during the time(s) when I am not scheduled to be in classes and agree to regularly provide my class schedule and enrollment information to my supervisor when requested to do so. I further understand I am required to maintain Satisfactory Academic Progress as a condition of continuing employment."

**CODE OF RESPONSIBILITY FOR SECURITY
AND CONFIDENTIALITY OF DATA FILES:**

Security and confidentiality of student records is a matter of concern for all Financial Aid Office staff members who have access to Financial Aid paper files or the computerized databases owned by Admissions and Records, Bursar, and Financial Aid. The databases are a repository of computerized information stored in the centralized computer system of the University and maintained by the owners.

Each person working with the system holds a position of trust and must recognize the responsibilities of preserving the security and confidentiality of the information. Since a person's conduct either on or off the job may threaten the security and confidentiality of the files, any employee or person with authorized access to the system is expected:

- not to make or permit unauthorized use of any information in the files.
- not to seek personal benefit or permit others to benefit personally by any confidential information which has come to them through their work assignment.
- not to exhibit or divulge the contents of any record or report to any person except in the conduct of their regular work assignment.
- not to knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
- not to remove any official record or report (or copy) from the office where it is kept except in performance of regular duties except in cases with prior approval.
- not to operate or request others to operate any University data equipment for purely personal business.
- not to aid, abet, or act in conspiracy with any other person to violate any part of this code.
- to immediately report any violation of this code to the supervisor.

For Financial Aid Office employees, violation of this code may lead to suspension or dismissal consistent with the general personnel policies of the University.

HOURS, DURATION OF THE JOB, AND BREAK WEEKS:

Students are expected to work up to 28 hours per week while classes are in session, but hours may vary and can be less depending upon current funding available for payment of student wages.

The continuation of employment will be based on the student's availability of hours as related to hours needing filled by the office. If student is unable to provide hours that need to be filled, employment will not continue.

The Office Assistant in the Student Employment office is expected to work during University breaks (unless other arrangements are made with the Program Coordinator) and Summer Term. Those who wish to leave for Summer Term will not be guaranteed continuing employment in the Fall. A minimum of two weeks unpaid vacation is allowed each year; break weeks count toward this total. The office is closed on University holidays and inclement weather days.

EVALUATION:

After the Term in which you hired is over, a decision is made whether or not you will continue employment. Performance evaluations are conducted annually and a written evaluation signed by the student and the

Associate Director or the Program Coordinator is given to the student and also becomes part of the student's employment file.

Failure to meet the terms of this contract will result in a written warning issued to the student by the Associate Director or the Program Coordinator. Further failure to meet the terms will be deemed cause for dismissal.

APPEALS AND GRIEVANCES:

If a work related situation occurs in which you feel cannot be settled between you and your employer or supervisor, you may file a grievance. The procedure is explained in the brochure "Procedures Governing Student Work Grievances and Appeals" which is available in the SFA office or on the Student Employment homepage on the web www.siu.edu/studentemployment.

I have read, understand, and agree to the above stipulations.

Student Employee

Date

Associate Director/Program Coordinator/Payroll Specialist/Office Support Specialist

Date