

Administrative Guidelines for Student Employment

1. Selection

Group job description, general duties and work standards for student employees.

a. Standards

- (1) Grades: Passing.
- (2) Attendance: Regular.
- (3) Age: 16 years of age or older with valid work permit.

No temporary student employee is hired for more than one year at a time.

Each fall, every student job is open to applicants. Each student may hold open one paid job at any one time, unless no one else applies for the second job. Students will not be considered for employment after the summer of graduation. Review of applicants will be done by committee of counselors and administrators who are familiar with the students. Recommendations are made to the administrator in charge. Final selection by administrator in charge and immediate supervisor.

2. Interview Process

Detailed expectations of employees in writing will be given to applicant. The signature of both applicant and parent must be on duplicate expectation sheet.

3. Supervision

- a. Each employee shall have only one supervisor but must understand that the administrator in charge of the supervisor will give directions if the supervisor or supervisor's temporary replacement is absent.
- b. Supervisor must be carefully selected and trained by the administrator in charge in the area of employee relations.
- c. Administrator and supervisor shall conference with student employees regularly as needed on how the employee is doing with what improvements(if any are expected).
- d. Student employees should know that they are expected to contact the supervisor in charge immediately, if there is a misunderstanding or conflict on the job that the supervisor has not taken care of.
- e. Supervisor shall rate the quality of work of each student employee bimonthly and share the results with the administrator in charge.

- f. Adjustments in work program or expectations must be shared first by the supervisor and administrator in charge and then with the student employees.

4. Dismissal (if necessary)

Before a dismissal decision is made:

- a. Student employee, supervisor, administrator in charge and parent (if available) will conference on expectations that have not been met.
- b. Prior to this conference, the supervisor will document (signed copy) the student employee the problems and expectations. After the **second** documentation, the conference will be held.
- c. The student must be told that a third documentation of deficiencies will result in dismissal.
- d. Before dismissal, the student employee will be given a hearing where the parents may be present at request of student. The administrator in charge will conduct the hearing and make a final decision. If the decision is made to dismiss, the student will personally be told by the administrator in charge. The parent and district office will be promptly notified.

** EXCEPTIONS ARE THAT THEFT, ALCOHOL OR NARCOTICS, WHEN USED ON THE JOB OR WHEN WORK IS AFFECTED, WILL BE GROUNDS FOR IMMEDIATE DISMISSAL.