

Summer Jobs at Colby General Information

Schedule

Summer jobs involve at will employment that generally begins Wednesday, May 28, 2008, and ends Friday August 15, 2008, with one mandatory vacation day (unpaid) July 4, 2008. The workweek is generally 35 hours, Monday-Friday, 8:30-4:30 (an hour for lunch) although some jobs do vary from this schedule, particularly positions in the Physical Plant Department. In some instances jobs may exceed 35 hours per week, but will not exceed 40 hours per week. (Overtime is not permitted). In some cases a student employee may work at more than one summer job on campus. In this case the total number of hours worked at all jobs combined must **not** exceed 40 hours per week.

Summer housing ends Saturday, August 16th, 2008. At that time Colby students may be relocated to alternative dorm assignments. **PLEASE NOTE: NO campus housing is provided for graduated students after Sunday, August 10th, 2008.**

Payroll

Each summer position is classified into pay rates depending on skills required, supervisory responsibilities, and other prerequisites. The hourly rate ranges from \$7.80 to \$9.40 per hour. Hours worked must be submitted with a time card. The online system used during the academic year is not available in the summer. **Time cards must be completed**, signed by the supervisor and turned into the payroll office by the dates indicated on the schedule below. Time card falsification is grounds for immediate dismissal. Payroll deductions include taxes and FICA (Social Security), as well as room/board charges, if applicable. If you would like your check deposited directly into a checking or savings account, please see the payroll office to make arrangements for this service. Paychecks are issued every two weeks, and must be picked up in the Business Office, which is located on the ground floor of the Garrison Foster Health Center.

| Pay Period End Date | Time Cards Due in Payroll | Pay Date |
|---------------------|---------------------------|----------|
| 06/07/08 | 06/09/08 | 06/12/08 |
| 06/21/08 | 06/23/08 | 06/26/08 |
| 07/05/08 | 07/07/08 | 07/10/08 |
| 07/19/08 | 07/21/08 | 07/24/08 |
| 08/02/08 | 08/04/08 | 08/07/08 |
| 08/16/08 | 08/18/08 | 08/21/08 |

Professional Conduct

The quality of life in the work place at Colby is characterized by the College's commitment to a healthy and productive atmosphere for all. Summer employees are expected to be to work on time, dress and act appropriately, and perform their duties conscientiously. Additionally, summer employees are expected to comply with the same standards of conduct as apply to Colby students generally, as set forth in Colby's *Student Handbook*, as well as those standards of conduct, including but not limited to such issues as use of Colby property, breach of confidence, and insubordination that are detailed in Colby's *Staff Handbook*. The *Staff Handbook* can be found on-line at www.colby.edu/administration_cs/humanresources. In addition to those sanctions set forth in the *Student Handbook*, employees who do not comply with Colby's standards of conduct are subject to loss of summer housing and/or termination of employment.

Housing

Housing is available in Drummond, Go-Ho, Treworgy, and Grossman for Colby students who are working on campus. The cost for summer housing is \$58 per week (\$116 per pay period) and includes a meal plan. Please refer to the Meals section of the housing guidelines for more specific details about the meal plan. Housing policies in the *Student Handbook* apply to all summer residents. Please see the Summer Housing Guidelines for more information. <http://www.colby.edu/spec.prog/housing.shtml>

Security

The Security Office in Roberts remains open 24 hours a day throughout the summer. You can reach Security by dialing x5530 or x5911 for emergencies. There is a dispatcher in the Security office in Roberts and a Security officer on patrol throughout the campus, 24 hours a day. Please call the Security office for any suspicious or criminal activity you notice on campus or for any suspicious people you notice on campus.

Medical

The Health Center does not provide medical services during the summer. Although students may choose their own sources for health care, we recommend the emergency room at Maine General Medical Center (Thayer Unit). If you have any questions following your visit, you may contact the Garrison-Foster Health Center. Generally someone is available in the Health Center office Monday and Tuesday mornings during the summer. Please keep in mind that your student health insurance through Colby provides limited coverage. The Health Center recommends that students check their home (non-Colby) health insurance before the summer and keep notes that might be helpful in case a claim needs to be filed.

Mail

The student post office is closed during the summer. All outgoing and incoming mail for students will be handled by the Eustis Service Center in the basement of Eustis. The Eustis Service Center summer hours are Monday-Friday 8 a.m. to 4:30 p.m., closed on weekends and holidays.

Jitney

During the summer months the Jitney will not be running on a regular schedule. We do realize that many students living and working on campus during the summer have limited access to transportation. Therefore the Jitney will be available for student use on the following terms: Colby students working on campus during the summer may sign out the Jitney at the Security office; the Jitney will be available for sign out between 6 a.m. and 8 p.m. (keep in mind that the Jitney may not be available at all times as it must undergo maintenance and repair throughout the summer); students must be approved by the College's insurance carrier and have completed the driver safety course offered by Bruce McDougal in the Safety office, prior to requesting use of the Jitney; the Jitney will be available on a first come, first serve basis and cannot be "reserved"; students will be able to sign the Jitney out for one hour at a time and must not leave Waterville; anyone found to be abusing the use of the Jitney would lose the privilege of signing out the Jitney for the remainder of the summer employment period; please respect your fellow student employees by returning the Jitney on time and by keeping it neat and clean.

Help

Although your role changes from student to employee during the summer, please do not hesitate to ask for help with a problem in one should arise. If you have a job related issue, it can be addressed with your supervisor. Also, even though many college administrators serve in a different capacity during the summer from that of the academic year, they are still on campus and available to you should you have personal problems that need to be addressed. Resources are available in the summer to assist with almost any problem. Seek help.

Summer Housing Guidelines

Where

Drummond, Go-Ho, Treworgy, and Grossman will be the primary residence halls for students living and working on campus for the summer of 2008. Several summer student employees will be housed in other residence halls due to the nature of their work.

Storage

Please be aware that there is very limited storage in the trunk rooms on campus. The storage areas are locked but the College cannot assure security of items stored in such areas. It is best to make other arrangements for storage of valuable items.

Meals

Dining Hall opens for the summer on Friday, June 13 for dinner. As in previous years, the dining hall will not be open on Monday May 26 or Monday, June 9. Special Programs will make arrangements for meals on those two days. **Regular dining service ends after dinner on Thursday, August 14. You may be required to make your own arrangements for meals after that time.**

During the summer all student employees living on campus will receive a weekly 14-meal plan. Only one meal credit can be used during each meal period. The dining week runs from Friday to Thursday and meal credits do not carry over from week to week. If you would like to eat more than 14 meals per week or more than one meal per meal period, you may pay additional meals at the dining hall. Weekly dining hall schedules will be posted at the entrance to the dining hall. Please check the schedules often, as they do change periodically throughout the summer depending on the programs on campus.

Head Resident

The summer H.R./Housing Coordinator and Resident Assistant are hired by Special Programs and report to the Director of Special Programs, Jacques Moore. The responsibilities of the hall staff are limited to administrative and logistical matters and to enforcing the rules of living on campus, unlike hall staff during the academic year that have programming responsibilities and counseling training. The H.R. and assistant's names and contact information will be posted in the dorms.

Access

Your dorm will be accessible with your Colby Card. The exterior doors will remain locked 24 hours a day. Keys will be issued for room doors. Replacement cost for a Colby Card is \$20 and the cost of a replacement key is \$50. Please keep your doors locked at all times for your safety and please do not prop exterior dorm doors. Always carry your key and Colby Card. The only residence hall you will have access to during the summer is the one that you live in; you will have 24-hour access. Some students may have extended access to other residence halls, if it is necessary for work purposes. Jacques Moore in Special Programs will approve all extended access.

Fire Safety

Fire safety is a major concern in the summer as it is during the school year. Please refer to the *Student Handbook* for information regarding tampering with fire safety equipment, false alarms, etc. Please take all fire alarms seriously and leave the building immediately through the nearest exit, if you hear a fire alarm sounding. Residence halls are checked regularly for safety violations and dangerous conditions. Please be sure to keep your residence hall safe by keeping exits and hallways clear. As during the academic year, open flames, such as candles, are banned from residence halls. The Security Department along with the H.R. will be conducting at least one fire drill during the summer.

Residence Hall Conduct

The same standards of conduct apply to summer residents as apply to students during the academic year. Please be aware of all housing and behavioral regulations in the *Student Handbook*. Respect for your fellow student employees, College property, College employees, and guests of the College, is expected at all times. The program administrators will handle problems in the residence halls, such as rowdiness, excessive drinking and unregistered parties. Disciplinary problems will be handled by the Director of Special Programs and may also be referred to Security and/or the Dean of Students Office. Warnings will be communicated to the appropriate supervisors. Second residence hall offenses, and serious first offenses will result in loss of campus housing and may lead to termination of employment.

Parties

Parties may be held provided a Colby Event Form is submitted and approved by the H.R. prior to the event. All matters related to parties (alcohol consumption, damage, etc.) are handled in accordance with the policies in the *Student Handbook*. Based on previous years' experiences, quiet hours have been established for this year. Sunday through Thursday quiet hours begin at 11:00 p.m. and Friday and Saturday nights at 2:00 a.m.

Damage

A representative from the Physical Plant department will inspect rooms for damage prior to occupancy. Any damage found prior to you moving in will be noted. When you vacate your room a second inspection will take place. Any new damage found will be charged to the residents of the room. Damage charges carry over to the academic year billing.

Moving Out

All summer student employees must be moved out of their summer housing within 24-hours of the end of your employment or by August 16, 2008, whichever comes first. If you are leaving campus between the end of your summer employment and the beginning of fall semester, you must move your belongings into your fall semester room (if available) or storage **before** you leave campus. Any deviation from these dates must be approved in advance. Please contact Jacques Moore (4732) for more details and assistance.