



COVENANT
COLLEGE

**Student Employment
Handbook**

2011-2012

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Covenant College Student Employment Program Purpose Statement

Students working in college departments perform services intended to help meet the needs of many diverse areas of the college.

In addition to providing a way for students to earn money to help pay for their education, the Student Employment Program is intended to help the student:

1. To develop an attitude of service
2. To learn an acceptable work ethic from their supervisors
3. To assist the College in holding down operating costs

We believe that leadership calls for an attitude and posture of service, and recognition of the dignity and value of every kind of work, including the performance of tasks that to the student may seem to be menial. Therefore, objectives we seek to realize in the Student Employment Program are:

1. To provide the means and environment in which student workers can share with their co-workers and supervisors our calling to serve one another in love.
2. To help students gain an appreciation for the value of work and of working under the leadership of others.
3. To provide the opportunity for students to gain “real-life” work experiences in employee/supervisor and employee/co-worker relationships. This would include taking directions, constructive criticisms, learning to work with others different from themselves, etc.

Student Employment (SE) supervisors are expected to take their role of supervisor/mentor seriously. The object lessons they present to their student workers are a base for those workers’ interactions with future supervisors and co-workers. SE supervisors are expected not only to instruct their workers in the actual mechanics of performing their jobs, but also to impart the inherent responsibilities of being a Christian employee, as well as a Christian supervisor.

As employees of an institution of higher learning striving to integrate learning and life experiences, we have an obligation to apply ourselves as Student Employment students and/or supervisors to ensure that we are doing our part to provide an acceptable work ethic to those who work with us in accomplishing our daily tasks.

**“Student employment...
...more than just a job.”**

GENERAL INFORMATION

Program Administration

The Office of Financial Aid, with the assistance of the Student Employment Coordinator, administers the student work programs at Covenant College in accordance with college standards and policies, as well as any applicable local, state, or federal regulations. All questions with regard to any program policies and/or procedures should be directed to the Student Employment Coordinator, Angie Nail, at angie.nail@covenant.edu or (706) 419-1157. Students participating in the Student Employment program will have access to an electronic edition of the “Student Employment Handbook” in the Financial Aid Student Employment folder of the electronic bulletin board.

Drug Free Workplace

In accordance with the Drug-Free Workplace Act of 1988, this statement is a written notification to student workers of Covenant College’s policies regarding controlled substances.

Use or possession of an illegal substance, or a non prescribed controlled substance by student employees of Covenant College is strictly prohibited. Student employees may not manufacture, distribute, dispense, or possess illegal substance or non prescribed controlled substances anywhere on the college campus. Any student employee found to have, use, or sell such substances is subject to immediate termination from student employment, and/or dismissal from the college.

Any student employee convicted of possession, manufacturing, distributing, or dispensing illegal substances or non prescribed controlled substances must notify the Student Development Office, and will be subject to such disciplinary procedures as govern students of Covenant College

OSHA Regulations

All students participating in the Student Employment program must view the “Blood-borne Pathogen” video(s). This is a federal regulation, as well as a safety requirement. Arrangements are made at the beginning of each fall semester for a group viewing of the required video(s). Students beginning Student Employment assignments during the spring semester will need to make arrangements for viewing with the Student Employment Coordinator. Any student who fails to see the video(s) will be subject to disciplinary procedures, including having a hold placed on their grades.

Sexual Harassment Policy

Covenant College will not tolerate any form of sexual harassment or any conduct with the purpose or effect of interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment. Such conduct when experienced or observed should be reported to the student employee’s immediate staff supervisor and/or the Financial Aid Student Employment Coordinator. An investigation of alleged violations to this policy will be promptly initiated. The college will do its utmost to respect the privacy of all parties involved in the investigation, and will take necessary action to resolve the complaint.

AIDS Policy

The Health Services Department distributes a complete listing of policies and procedures to Covenant students. The College's AIDS policies will be reviewed periodically by the Dean of Students and the Director of Health Services to ensure that these policies are based on the latest and most reliable medical information generally available regarding management of AIDS, ARC, or HTLV-III. These policies may be modified periodically based on new findings and recommendations from medical and health agencies.

Any student employee of the college infected with AIDS, ARC, or HTLV-III is subject to the provisions of the college's AIDS policy. If it is determined that continued employment or the initial hire of a student employee infected with AIDS, ARC, HTLV-III places an undue burden on the College with respect to reasonable accommodations or that the individual in question would endanger personnel, the college may dismiss or refuse to hire such an individual.

Worker's Compensation (WC)

In the event of an on the job injury, the student employee must contact their direct supervisor **IMMEDIATELY**. If a trip to the hospital or emergency room is warranted, the hospital administration should be notified that the injury is a WC accident. "Worker's Compensation" forms should be obtained from the Facilities Management Office and be completed within 10 working days of the injury in order for any medical charges to be paid. The student and supervisor must complete corresponding sections of the forms. Questions regarding "Worker's Compensation" policies and procedures should be directed to the Facilities Management Administrative Assistant. An incident report should be completed by the supervisor for every incident as soon as possible.

STUDENT EMPLOYMENT PROGRAM

Awards

Student Employment is awarded as a self-help portion of the student's financial aid package. The amount of the award is based on the student's financial need, the Free Application for Federal Student Aid (FAFSA), and is determined by the Financial Aid Awarding Committee. The amount awarded represents the potential monies the student employee *may* earn during the academic year, and is subject to change based on updated financial information. The student will only be paid for actual hours worked.

The department is not expected to re-hire any worker who does not complete at least 90 percent of their assigned Student Employment hours for the entire school year including mid-term and final exam weeks. Students may discuss rescheduling at the discretion of their supervisor. If 80 percent of the worker's assigned hours are not completed, the student will not be hired by another department. Exceptions to these parameters may be made on a case by case basis at the discretion of the Financial Aid Office, and/or the direct supervisor.

Assignments

Student Employment assignments are issued for the full academic year (fall & spring semesters). By signing a *Student Employment Contract, students are agreeing to work in their assigned department for both semesters, and to the terms and conditions of employment. Students should keep a copy of their Student Employment Contract and return the original to the FA office to become part of the student's permanent financial aid record. A job description that details student responsibilities by the work department supervisor is available for review and is used as part of the training process.

If a student is terminated or quits during a semester, Student Employment is no longer available for the duration of that current year. An appeal will be necessary in order for Student Employment to be available for future years. Problems concerning a job assignment should be brought to the attention of the student's supervisor first, and then if the problem is not resolved, may be brought to the attention of the Student Employment Coordinator.

Responsibilities for Student Employment hours begin the first day of classes continuing through the week of final exams. Students must work all of their hours during exam weeks and be prepared to work through the last day of exams unless prior changes are approved and obtained from their supervisor(s).

Students should contact their work supervisor(s) as soon as possible upon accepting their job assignments to determine their weekly work schedule and beginning work date.

According to Federal Regulations, students are NOT allowed to work during scheduled class, lab, or testing times. When a class is canceled, students should *not* report to their Student Employment assignment. Instead, students should use the cancelled class time as personal study time.

Time submitted reflecting class schedule conflicts will be returned for correction. Class schedule conflicts could lead to Student Employment termination.

**see Appendix A.*

Please keep in mind that due to the service nature of some jobs (e.g. Food Service), work on Sundays may be required. Students and supervisors should keep in mind that work times should not be scheduled during chapel times.

In order to earn the **maximum** awarded amount, the student is encouraged to schedule an extra hour per week to allow for any absences or breaks (scheduled school breaks are included in the number of Student Employment weeks).

“Banner.covenant.edu” provides information on the total earnings reported through the last pay period. A student can check his/her total number of hours worked through the last pay period by adding each paycheck (as posted in Banner) and dividing the total by his/her rate of pay.

Paperwork

All students must complete an **I-9** and a **W-4** form as part of the Student Employment process. These forms will need to be completed in person at the financial aid office. Students will need to bring with them the Original Documents in order to complete the I-9. You will be notified when an update is needed to the I-9 form. The **W-4** will need to be **updated annually** and when a student employee changes his/her name or marital status or work authorization has expired. The W-4 form is used to set up student accounts for payroll and tax purposes.

The I-9 form is a required document by the Immigration & Naturalization Service to establish that all students employed by the college are US citizens or international students with work permission. All International Students must have a US Social Security card. Financial Aid will make a copy of the card for the student’s file before the student may begin work.

Students needing access to Banner to perform their job responsibilities will be required to complete a ****Compliance Statement for Access to Covenant College’s Network**. Please see your supervisor for additional assistance.

Student employees are not eligible to start working until all paperwork is completed and on file in the Financial Aid Office. This includes verification paperwork if the Department of Education has chosen the student employee’s FAFSA for the verification process. Students who do not have the necessary documentation completed on-time may lose work time that will have to be made up in order to earn the maximum awarded amount of SE monies.

***see Appendix B.*

Pay Schedule

Students are paid semi-monthly- on the 15th and last business day of each month. The Pay Schedule showing the time submission due dates is posted on the Electronic Campus Bulletin Board and in the Office of Financial Aid. We recommend you check with your supervisor weekly.

Time Submission

Students must use the electronic time entry system in banner to report hours worked. Students should be entering time daily. Students will submit the electronic time card to their supervisor(s) for approval at the end of each pay period.

If necessary, paper time cards will be issued to students by supervisors. Supervisors are responsible to instruct their Student Employment students on how to record time worked. (Time cards are available in Office Services and charged to the assigned department.) Times reported must not conflict with class/lab/testing schedules.

Failure to submit time electronically necessitating paper time card submission will result in a warning, delayed processing of pay and possibly termination.

To comply with Federal payroll regulations and auditing purposes, **the following must be on every student time card:**

- student's first & last name - printed
- inclusive workweek dates
- department name (or abbreviation) - printed
- "in" & "out" times for each session worked--not total hours
- indicate AM and/or PM next to recorded times
- student's signature
- supervisor's signature

It is the student's responsibility to ensure that *all* of this information is on each of his/her time cards. Time cards that are incomplete, messy, unreadable, will be returned for completion, correction, and/or clarification.

All time must be submitted for approval each Monday by noon. Paper time cards must be turned in to the Financial Aid Office. The supervisor is responsible to approve electronic time submissions, and/or to turn paper time cards in to the FA office. It is in the student's best interest to remind him/her to approve and/or turn in time cards each week.

Paychecks are only computed for hours worked as submitted electronically by the deadline. Late paper time cards will not be processed until a subsequent payroll. Late submissions may result in up to a one month delay in receiving payment for those hours worked.

Due to Federal regulations, time cards submitted over 45 days old will not be paid out of Student Employment monies and could be subject to termination of the Student Employment position as well as future Student Employment awards. No pay advances can or will be given.

Paychecks

Students' earnings will be applied directly to their Covenant College student account balance unless they complete, sign, and return a **Direct Deposit Authorization Form, along with a voided check**, to the Financial Aid office.

Disciplinary & Termination Policies

The employment relationship between students and the college is an “employment at-will” relationship. If a student employee is terminated, this action becomes part of the student's work record for future reference.

Reasons for termination include, but are not limited to, the following:

- (1) working during scheduled class or lab times
- (2) failure to electronically submit time worked by due date
- (3) failure of the student to complete the required number of hours
- (4) failure of the student to perform quality of work expected
- (5) consistent failure of student to show up for work
- (6) dishonesty, including falsifying time cards
- (7) any conduct deemed gross misconduct by FA office and/or Student Development

If the student is determined to have committed infractions deemed “gross misconduct” as listed in (7) above, it may be grounds for immediate suspension from work and/or termination.

The supervisor in coordination with the FA office will temporarily suspend the student from work, so that a determination may be made. If immediate termination is decided upon, the student will be called to a meeting with the supervisor and the FA Student Employment Coordinator. Other school officials may be present depending on the circumstances of the infraction.

Disciplinary Procedures (other than immediate termination) are as follows:

- (1) **Initial Warning/Counseling:** Student will be informed of unacceptable performance and presented with an acceptable way to correct the problem.
- (2) **Formal Written Warning:** The supervisor will call a meeting with the student employee. The supervisor will issue a “Formal Written Warning” for the uncorrected problem, along with suggested solutions to the problem. Both supervisor and student employee will sign and date the warning sheet. The original warning and any additional pertinent information will be sent to the FA office.
- (3) **Termination:** If there is no improvement after the written warning and meeting with the supervisor and, if necessary, the Student Employment Coordinator, the student will be contacted by the Student Employment Coordinator and terminated.

Reducing Hours

Students may feel it is necessary to reduce the number of hours worked per week due to extensive class load or other extenuating circumstances. **Students must reduce their hours by Labor Day for the Fall Semester and by Martin Luther King Day for the Spring semester.** Written documentation or e-mail should be sent to the FA office as to why the reduction in SE is being requested. Reducing SE hours results in a reduction of the funds included in the student's financial aid award. It is the student's responsibility to take care of any deficit. Students are also responsible for notifying their SE supervisor of the reduction in hours prior to working fewer hours. Please note: Working less than 80 percent of awarded hours will normally result in the student not receiving Student Employment the next year.

Quitting

Students are responsible for notifying their supervisor that they have contacted the FA Office to quit their Student Employment job. At least two weeks' notice should be given to the FA Office and the supervisor in order for a replacement to be found. The student should make his/her parent(s) aware of the fact he/she is quitting. Depending on the reason, dropping Student Employment will normally result in the student not being offered Student Employment the next year. Declining a Student Employment award in the financial aid package will be treated the same as quitting Student Employment in terms of the award not being offered in the following year.

Changing Departments

Student Employment assignments are for the entire academic year. Students will only be reassigned under extenuating circumstances. Any conflicts with a student's current position must first be discussed with his/her supervisor; often these conflicts can be resolved. If a student is unhappy with his/her position, he/she may complete a Student Employment [Placement Preference](#) form requesting a different department for the following year. If a conflict cannot be resolved between the student and the supervisor, the matter must be brought to the attention of the Student Employment Coordinator. If a student attempts to switch departments without first discussing the matter with his/her supervisor or talking to the Student Employment Coordinator, the student may either not be awarded Student Employment again or be terminated from the Student Employment program.

Supervisor Requests

Faculty and staff are given the opportunity to make new requests and write new job descriptions. Supervisors must first have their request approved by their departmental Budget Officer. Upon approval from the Budget Officer, supervisors should then send an email to the Student Employment Coordinator, Angie Nail, at angie.nail@covenant.edu, including number of requested positions along with job descriptions for each. The Financial Aid Committee will meet and review the requests and the Student Employment Coordinator will inform the department whether or not the request is approved.

Performance Evaluations

The Student Employment Program is designed to help students in developing responsible work habits, which will be advantageous to the student in the future. Each student is evaluated by his/her supervisor to monitor the development of the student's work habits. The evaluation is to be discussed with the student, and then signed by the student and supervisor. The *evaluation will become part of the student's permanent record for future employment verification and reference.

Students are also given an opportunity to **evaluate their Student Employment assignment. This information is confidential, and is used for future supervisor training and program improvement. Grievances should first be discussed with the supervisor and then if necessary with FA Student Employment Coordinator.

**see Appendix C.*

***see Appendix D.*

Employment Verification (future work references)

Future employment verification reference requests regarding Student Employment will include dates of employment and the position held. Students must provide a written “release of information statement” to any prospective employer in order for FA to release any additional information. This request should be sent to the Office of Financial Aid, not an individual supervisor, as they may not give “official” work references. Students may choose to sign an official release form before they leave, granting FA to release any future requested information. Please note that married students should provide their maiden name, if applicable, on any employment verification request.

Community Service

In order to comply with Federal regulations, 7 percent of Federal money received for Student Employment positions must be used to pay students to work in “community service- type” jobs. The types of positions awarded as “community service” are defined by the Federal Regulations governing Student Employment funding. Students will be advised of the participating institutions, and if possible, allowed to select their “service” area. Students must have their own transportation; however, they will be paid a higher rate of pay as compensation for travel time and/or expenses.

Community service students report to the Student Employment Coordinator in the performance of their jobs. They will meet with the Student Employment Coordinator to “touch base” on their off-campus work experiences. In compliance with Federal regulations, the Student Employment Coordinator will make on-site visits to evaluate the student’s performance, as well as the participating institution. All policies and procedures regarding Student Employment are applicable and enforceable for the Community Service Program participants. Students participating in community service will complete paper time cards for their on-site supervisor to sign. Paper time cards will be turned in to the Student Employment Coordinator no later than Monday at noon following the week of service. Electronic time should also be entered for approval and payment.

Study Abroad

Students who participate in the college’s study abroad program are not eligible for Student Employment funds. It will be the student’s responsibility to replace monies normally paid through the Student Employment Program.

Student Employment Dress Code

The dress code for Student Employment is Business Casual in office areas. Students should consult with their SE supervisor as to acceptable, appropriate dress for the particular work area. Jeans, shorts, and other casual wear are not appropriate in most Covenant College offices.

Absence Policy

Please notify your supervisor as far in advance as possible regarding any absences.

ADDITIONAL EMPLOYMENT OPPORTUNITIES

The Human Resources Department offers other part-time, temporary employment opportunities, which are posted on the Campus Electronic Bulletin Board at various times throughout the year. They include summer work, Christmas conferences, Madrigals and special events.

CONTACTS

Covenant College

14049 Scenic Highway
Lookout Mountain, GA 30750

706/820-1572

Financial Aid Office

Angie Nail
Student Employment Coordinator

706/419-1157

Human Resources Department

Student Employment Payroll Processing
Additional Employment Opportunities

706/419-1113

| | |
|--|------------|
| Student Employment Contract | Appendix A |
| Compliance Statement for Access to Covenant College Network. | Appendix B |
| Student Employment Student Performance Evaluation. | Appendix C |
| Student Employment Assignment Evaluation | Appendix D |
| Student Employment Placement Application | Appendix E |

Covenant College Student Employment Contract

Fall 2011 & Spring 2012

Name: _____

Student Employment departmental assignments are made for the **ACADEMIC YEAR (approx 30 weeks)**. Student Employment assignments begin the first day of classes and continue through the week of exams unless other arrangements have been pre-approved by Financial Aid and your supervisor. Covenant College reserves the right to change departmental assignments. *You may be reassigned* at the discretion of Financial Aid and the supervisor based on, but not limited to, the following: departmental needs, availability of funds, student's eligibility, and student's ability to perform duties.

Contract Termination Parameters: The contract may be terminated for any of the following reasons:

1. Working during scheduled class times
2. Voluntary or involuntary withdrawal of the student from Covenant
3. Illness which renders the student unable to perform the assigned job (must be documented by the Director of Health Services)
4. Inability to maintain class load (must be documented by advisor or Records office)
5. Written parental request
5. Failure of the student to complete 90% of the accepted number of hours
6. Failure to electronically submit time by noon of due date
7. Disciplinary action due to poor work habits, and/or insubordinate behavior
8. Student exceeds documented need as specified by Federal regulations
9. Student's behavior is not consistent with ethical/moral goals of the College
10. Availability of work or funds
12. Departmental changes without prior approval of Financial Aid Student Employment Coordinator
13. Violation of the Compliance Statement for Access to Covenant College's Network
14. Accessing unauthorized areas or authorized areas after hours

Your work department and supervisor are listed below. **You are expected to contact your work supervisor to set up a work schedule as soon as possible before or upon arriving to campus.** According to Federal Regulations, **Students are NOT to work during scheduled class times.** You are expected to work your scheduled hours and fulfill the contract agreement. Due to the nature of some assignments, students may be required to work a Sunday rotation schedule.

Your work supervisor will make an evaluation of your work at the end of each semester. Evaluations will be kept with your permanent record for future job reference(s) Dress Code: modest, neat, clean & appropriate for work area -no jeans in offices.

Your expected Student Employment earnings for the 2011-2012 academic year are \$ _____ . This amount is based on your working an average of _____ hours per week. Reductions in the number of hours need to be made by Labor Day for fall semester and Martin Luther King Day for spring semester. Pay dates are the 15th and last business day of each month. *Please note: Student Employment money is paid as hours are worked and time submitted. Any unpaid student account balance including potential Student Employment earnings will accrue a finance charge. Your pay rate is confidential information.*

Student Employment Department: _____

Student Employment Supervisor: _____

Student Employment Pay Rate: _____

I accept the terms and conditions of this contract, and agree to abide by them.

Print Student's Name

Signature

Date

Please direct all questions and comments regarding Student Employment assignments, and policies and procedures to: 706/419-1157; Financial Aid - Student Employment Coordinator
for your records. Please **sign and return** - keep a copy
Appendix A

Compliance Statement for Access to Covenant College's Network

The **federal Family Educational Rights and Privacy Act (FERPA)**, and the Covenant College Faculty and Staff Manuals govern the conduct of Covenant employees with access to student records. In order to ensure compliance, Covenant requires that employees be aware of federal law as well as college regulations that govern student records. The accountability outlined for student records will also be upheld for all other records (For example: employees, constituents, etc.) on Covenant's network. This statement clarifies the responsibilities of persons with access to student educational records. All employees with access to records sign this agreement as a condition of employment; others sign this statement as a condition of gaining access to Covenant's network. This statement is to be collected by supervisors and returned to the Human Resources Office.

Security. Your password must remain confidential. You must log off the network when leaving the computer. Display-only access can be shared if all individuals concerned read and sign this statement. A computer set up for shared access may remain logged on in a physically secure area until such time when the area is no longer staffed. The last person leaving the area is responsible for logging off.

Only authorized personnel may access or modify records as required to perform assigned duties. Within Covenant, anyone whose designated responsibility requires access may use information from records for appropriate research, educational or service functions.

Access to databases or batch files. Persons granted access to the network agree to:

- Store information under secure conditions;
- Make every effort to ensure privacy of records;
- Destroy information when it is no longer needed;
- Use information only as described in the request for data or access to institutional data base files;
- Release information to a third party only if authorized approval is given;
- Represent summary data from files as "official" Covenant data only if authorized to do so.

To respond to requests for student data, you must check whether the student has placed a "confidential" suppression on the records. Unless explicitly suppressed by the student, only the following "public" information may be released:

Student's name, current and permanent address, e-mail, telephone listing, date and place of birth, major and minor fields of study, participation in recognized activities and sports, weight and height of members of athletic teams, dates of attendance, classification, degrees, awards and honors received, all previous educational institutions attended.

All other information is private and may be released outside Covenant only with the student's written permission. No information — public or private — on an applicant's record may be released outside Covenant, except to an agent designated by the applicant, until the applicant becomes a registered student and has an opportunity to initiate a suppress. No information on financial aid records may be released outside Covenant College except as authorized or required by federal and state regulations.

A request for employee data may only be provided with name, title and dates of service. All other requests must be referred to the Human Resources Office.

Violations. Violation of federal law or Covenant policy constitutes grounds for rescinding your access to records or imposing disciplinary action, up to and including dismissal. Violations may also risk Covenant's ability to participate in the federal financial aid programs for our students. Violations include, but are not limited to, the following offenses:

- Releasing public information requested on a basis of non-public information;
- Altering a record without appropriate supporting documentation/authorization, regardless of whether you benefit from this alteration;
- Accessing a record outside of your assigned duties;
- Releasing holds, suppressed or private information without authorization;
- Publicly discussing a student's record in a way that might personally identify an individual;
- Sharing passwords.

I have read this compliance statement and agree to the conditions and terms outlined herein.

Printed Name _____ Title _____

Signature _____

Department _____ Date _____

Appendix B

Student Employment Student Performance Evaluation

Student's Name: _____

Department: _____

Fall: _____ Spring: _____
Year Year

The purpose of this evaluation is to assess the work performance of the student(s) employed in your department. As a supervisor, please evaluate performance, discuss your evaluation with the student employee, have both parties sign the evaluation and return to the Financial Aid office. Students who disagree with their ratings, may discuss their grievances with the Financial Aid Student Employment Coordinator. Evaluations are kept with the student's permanent records to be used as future work references.

3. **Exceeded Expectations:** Performance consistently exceeds expectations and demonstrates the ability to achieve additional responsibility. Needs minimal instruction on routine jobs. Needs minimum direct supervision.
2. **Achieved Expectations:** Performance is acceptable and desired results are consistently achieved. Growth of knowledge and/or skills and ability are demonstrated.
1. **Did Not Meet Expectations:** Short of expected results. For example: poor attendance records, tasks consistently inaccurate or incomplete, or performance that has been deteriorating. Requires further direction or coaching to be consistent.

Please rate the employee using the **3 - 1** scale noted above.

_____ **Job Knowledge** – Able to learn duties within an acceptable time frame. Makes an effort to learn quickly.

_____ **Attitude and Relations with Others** – Attitude is enthusiastic, diligent and interested. Maintains effective working relationships with co-workers.

_____ **Quantity of Work** – Accomplishes an acceptable output of work. Completes work in acceptable time frame.

_____ **Quality of Work** – Work is consistently accurate. Follows directions. May be able to take initiative in selecting tasks to complete. Displays sound judgment.

_____ **Dependability** – Is consistently reliable and dependable. Consistent in terms of attendance and punctuality. "Calls in" in timely manner for any schedule change.

_____ **TOTAL** Formula: rating total divided by 5 equals overall rating

Supervisor Comments: _____

Student Comments: _____

Supervisor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Student Employment Assignment Evaluation

Supervisor Name (Faculty/Staff): _____

Department: _____

Date: _____

Please read the statements below and rank your Student Employment assignment/supervision according to the following scale, based on how each statement relates to your work experience this semester.

| 1 *Did Not Meet Expectations | 2 Met Expectations | 3 Exceeded Expectations |
|--|-------------------------------------|--|
| _____ Clear communication of job assignments | | _____ Quality of training |
| _____ Explanation/management of time submission procedures | | _____ Availability of supervisor |
| _____ Assisted in development of responsible work habits | | _____ Flexibility in management |
| _____ Leadership style impacted productivity | | _____ Exhibits Christian Work Ethic |
| _____ Provided challenging responsibilities | | |
| _____ Duties corresponded to Job Description | | |

Please feel free to express comments/suggestions:

We especially request comments for the rating of “1” ***Did Not Meet Expectations**

If you are no longer with this department, please state reason for leaving: _____

Appendix D

Mandatory - Please rank 1-3:

- Facilities Services
- Food Services
- Grounds

Rank the following options 4-10:

Academics:

- | | | |
|---|--|---|
| <input type="checkbox"/> Art | <input type="checkbox"/> Drama | <input type="checkbox"/> Music |
| <input type="checkbox"/> Bible | <input type="checkbox"/> Education | <input type="checkbox"/> Philosophy |
| <input type="checkbox"/> Biology | <input type="checkbox"/> English | <input type="checkbox"/> Physical Education |
| <input type="checkbox"/> Business | <input type="checkbox"/> History | <input type="checkbox"/> Physics |
| <input type="checkbox"/> Chalmers | <input type="checkbox"/> Interdisciplinary Studies | <input type="checkbox"/> Psychology |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Languages | <input type="checkbox"/> Sociology |
| <input type="checkbox"/> Computer Science | <input type="checkbox"/> Mathematics | <input type="checkbox"/> Writing Center |

Administrative/Office

Services:

- | | | |
|--|--|--|
| <input type="checkbox"/> Admissions | <input type="checkbox"/> Communications | <input type="checkbox"/> President's Office |
| <input type="checkbox"/> Advancement | <input type="checkbox"/> Financial Aid | <input type="checkbox"/> Publications |
| <input type="checkbox"/> Alumni | <input type="checkbox"/> Health Services | <input type="checkbox"/> Records |
| <input type="checkbox"/> Career Services | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Student Development |
| <input type="checkbox"/> Chapel | <input type="checkbox"/> Library | |

Maintenance & Operations:

- | | | |
|---|--|--|
| <input type="checkbox"/> Building Maintenance | <input type="checkbox"/> Facilities Management | <input type="checkbox"/> Mailroom/Purchasing |
| <input type="checkbox"/> Campus Card | <input type="checkbox"/> Guest Cottages | <input type="checkbox"/> Safety Team |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> HVAC | <input type="checkbox"/> Plumbing |

Other:

- | | | |
|--|---|--|
| <input type="checkbox"/> Athletics | <input type="checkbox"/> Community Service – Tutor* | <input type="checkbox"/> Tech Services/Switchboard |
| <input type="checkbox"/> Audio Visual | <input type="checkbox"/> Conference Services | |
| <input type="checkbox"/> Community Service - Fire Department* | <input type="checkbox"/> Intramurals | |

* Students who participate in the Community Service Fire Department & Tutoring programs must be federally eligible for student employment and provide their own reliable transportation.

Are you able to perform the essential functions of the jobs you have listed: YES NO

Are there any health issues (such as allergies) of which we should be aware regarding your ability to perform your duties?
 YES NO

Please indicate what reasonable accommodations you require in order to perform the job related duties.

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*“Covenant College does not discriminate against employees or applicants for employment on the basis of race, color, gender, national origin, age, physical handicap or disability (unless such handicap or disability prevents an employee or applicant from performing the essential functions of the position held or sought, and reasonable accommodation of the handicap or disability cannot be made). Covenant College, as a Christian college, can and does discriminate on the basis of religion in connection with employees and applicants for employment.”***

**These statements are made in compliance with ADA regulations.

Student Signature

Date Completed

Financial Aid Office
Covenant College
14049 Scenic Highway
Lookout Mountain, GA 30750
www.covenant.edu

P.706.419.1126

F.706.820.2820