Revision and Distribution Requirements

Revision
The ASLC Employment Policy shall be updated and re-distributed yearly. A committee appointed by the president, consisting of the Student Center Director (chair), Secretary and two other Cabinet members should examine the policy to ensure it is consistent with the current ASLC rules, Linfield College policies, and governmental laws. The committee shall begin meeting during the cabinet transition in May.

Employment policies shall be kept in three-ring binders clearly labeled “ASLC Employment Policy.” Additions or deletions shall be noted on the final page of the notebook along with the date. The Student Center Director shall be responsible for physically updating all employment policies. The Student Center Director will conduct a mandatory meeting to cover the content of the Employment Policy. In addition, all involved parties must sign and date the document on the last page of the policy implying that they have read and understand all conditions of the policy.

The most recent version of the ASLC Employment Policy supersedes all past versions of the ASLC Employment Policy.

Distribution
The following people, and their respective places, shall at all times have a copy of the ASLC Employment Policy:
- Linfield College President
- Dean of Students
- Director of College Activities
- ASLC President
- ASLC Vice President
- ASLC Vice President of Business and Finance
- ASLC Vice President of Programming
- ASLC Secretary
- ASLC Club Director
- ASLC Sports Director
- ASLC Student Center Director
  - Campus Information Center
  - Game Room
  - Linfield Bike Co-op
- ASLC Publicity Director
- ASLC Communications Board
  - Editor-in-chief of the Linfield Review
  - General Manager of KSLS
  - Editor of CAMAS
  - Executive Producer of Wildcat Productions
ASLC Employment Policy

The ASLC Employment Policy is designed to provide various departments of ASLC with uniform policy for the employment of Federal & Campus Work-Study students, ASLC Cabinet and other stipend-based ASLC positions. This policy is designed to work alone or in conjunction with ASLC departmental policies to provide employment that furthers the mission of ASLC and follows the Federal Work-Study requirements set by the Federal Work-Study contracts.

Definition of Work-Study Student Employees
Linfield students may be employed for hourly positions, which are paid according to federal and state wage and hour laws including minimum wage requirements, worker’s compensation, overtime rules and meal and rest periods. Student employees may not work more than 20 hours a week when classes are in session and no more than 40 hours a week when classes are not in session. In the rare cases where students with Campus Employment are hired, they shall be covered under work-study employee policies. Student employees must have their financial need determined by the Financial Aid Office. The Financial Aid Office must approve any exceptions to the student’s financial need requirement.

Definition of ASLC Cabinet Employees
This policy is designed to cover employment issues for ASLC Cabinet members not explicitly covered in the ASLC bylaws and in accordance with legal requirements.

Definition of ASLC Non Work-Study Employees
All student workers that do not fall under the Federal Work-Study criteria, excluding the ASLC Cabinet, are non work-study employees. This includes, but is not limited to, Linfield Activities Board Chairs and student media editors.
I. Work Environment

a. The Associated Students of Linfield College (ASLC) is committed to a safe and healthy work environment and will provide serviceable tools and equipment within its budget. Supervisors shall not require employees to perform duties that are unsafe or harmful to the employee's health. Employees will follow the safety rules of Linfield College and ASLC and the safety contracts of their supervisors.

b. It is the policy of Linfield College and ASLC that no member of the college may harass or discriminate against another. For further information, please see the Linfield College Harassment Discrimination Policy and the Sexual Assault Policy in the Student Handbook.

c. ASLC is an equal opportunity employer. ASLC recruits and hires all employees without regard to race, color, religion, gender identity, sexual orientation, national origin, disability, worker's compensation, veteran status, or any other reason prohibited by law.

II. Hiring

a. All ASLC positions will be publicized to the entire campus through the campus-wide media available, including Student News and the ASLC Website in addition to at least one of the following: Campus Information Center, ASLC Publicity, KSLC Public Service Announcements, and/or the Linfield Review.

b. Hiring Committees: All hiring for stipend-based positions must be conducted with a committee consisting of at least 2 members. The members may be ASLC officers and/or the previous holder of the respective position being interviewed for.

c. Length of employment: All work-study positions are for one semester. Students must reapply for open positions each semester. Cabinet positions will last a year (12 months). Other stipend-based positions will last a year as well unless otherwise decided by the employer.

d. All employees must file I-9, W-4, work-study referral, and other required forms in addition to taking the OSHA test before ASLC employment begins. It is the students' responsibility to see that these forms are completed. Questions may be directed to the Linfield College Office of Human Resources in Melrose Hall.

e. To make the most of ASLC’s limited budget, ASLC will only hire students who are eligible for Federal Work-Study. In rare cases, the ASLC
President may approve the hiring of students with Campus Employment eligibility.

f. In the event that an employee holding a stipend position will be absent for January Term, it is the duty of that person to appoint a replacement, with the advice and consent of his/her direct supervisor.

III. Pay, Pay Periods, and Time Cards
   a. All work-study employees of ASLC will be paid at least the current State of Oregon minimum wage.

   b. Pay periods are the first working day of the month through the last working day of the month. Paychecks are issued on the 10th day of the following month. *Time cards received late will be processed the following pay period.*

   c. Employees must submit their signed time card to their supervisor for approval. The supervisor will forward approved time cards to Payroll no later than the first day of the month. Incomplete time cards will be returned to the employee for resubmission during the next pay period.

   d. All non work-study employees will receive a stipend each semester that is set by the budget process with changes or additions to these stipends being approved by the ASLC Executive Cabinet.

IV. Termination of Employment
   a. Unless otherwise defined by applicable law, policy, or agreement, any employment relationship with ASLC is of an “at will” nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without notice.

   b. As a courtesy, employees should give supervisors appropriate notice of their pending resignation.

Employee Standards of Performance
The following examples are not intended to be all-inclusive standards and the ASLC reserves the right, in its sole discretion, to determine whether other conduct should be cause for disciplinary action or discharge:

- Reporting to work under the influence of, or impaired by alcohol or drugs, unauthorized use of alcohol or drugs at work, illegal possession of drugs or distribution of illegal drugs or violation of the college's alcohol and drug policy.

- Irregular attendance, unreliability, excessive tardiness.

- Job abandonment or unavailability for work without approval, or failure to report to work for three consecutive days or shifts.

- Obstruction or disruption of teaching, research, administration, or college-sponsored activities by force or violence, or threat of violence.
- Physical abuse or the threat of abuse to another member of the college or guest at a college event.
- The willful commission of any act which is a crime under the laws of the State of Oregon or the United States and which results in a criminal charge and conviction in any court of competent jurisdiction.
- Theft or embezzlement or acting as an accessory to embezzlement of property, information, or money.
- Violation of safety regulations or in any way jeopardizing the health or safety of college employees, students, or oneself.
- Provide acts of discrimination or harassment.
- Failure to hold his/her allocated number of office hours per week during regular 8 AM to 5 PM business hours.
- Failure to comply with the directions from your supervisor or officers of the college when acting in the performance of their duties.

V. Disciplinary Procedures
As previously noted under the “Termination of Employment” section, any employment relationship with ASLC is of an “at will” nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without notice.

All counseling documents, if utilized, will be reviewed and approved by the ASLC President and the Director of College Activities before the supervisor meets with the student to discuss the counseling. See Appendix B

VI. Complaints and Grievances
Employees may, with impunity, lodge complaints against ASLC and any of its supervisors or officers for failure to abide by the terms of this policy, or for treatment not specifically covered in this policy, but which the employee feels is unfair. To file a grievance, the complaint must be submitted in letter form to the ASLC President. In the event that the grievance is filed against the ASLC President, the letter is to be submitted to the Director of College Activities.
APPENDIX A: EMPLOYEE CLASSIFICATIONS

ASLC Cabinet
President
Vice President
Vice President of Business and Finance
Vice President of Programming
Student Center Director
Club Director
Sports Director
Publicity Director
Secretary

ASLC Student Media
Editor-in-chief of the Linfield Review
Linfield Review Editors:
- Managing, News, Sports, Culture, Opinion, Features, Copy, Multimedia,
- Photo, Online, Business Manager
KSCL General Manager
KSCL Directors
- Program, Music, Assistant Music, Information, Promotions, Technical, News
Executive Producer of Wildcat Productions
President of Wildcat Productions
Editor of CAMAS

ASLC Stipend Employees
LAB Special Events Chair
LAB Health and Outdoor Programming Chair
LAB Off-Campus Chair
LAB Musical Entertainment Chair
LAB Cultural Events Chair
LAB Secretary/Publicity Chair
LAB Student Talent Coordinator
Community Outreach & Environmental Education Coordinator
Linfield Bike Co-op Manager
Publicity Creative Director (3)
Intramural Commissioner (4)

ASLC Work-Study Employees
Game Room Employee
Campus Information Center Employee
Linfield Bike Co-op Employee
Audio Visual Technician
Publicity Distributor
Systems Administrator
Intramural Referees
Intramural Scorekeepers