

Del Mar College
Financial Services Office

Student Employee **Handbook**

TABLE OF CONTENTS

I.	Introduction	3
II.	Student Employee Definition	3
III.	Nondiscrimination Policy	4
IV.	Eligibility for Employment	4
V.	Work Schedule	4
VI.	Attendance	5
VII.	Punctuality	5
VIII.	Social Security Tax	5
IX.	Benefits and Hours of Work	5
X.	Rest Periods/Breaks	6
XI.	Pay Days	6
XII.	Salary Rates	6
XIII.	Salary Increases	6
XIV.	Performance Appraisals	6
XV.	Resignation	7
XVI.	Student/Supervisor Relations	7
XVII.	Use of College Equipment	7
XVIII.	FERPA	7
XIX.	Confidentiality	8
XX.	Dress Code/Office Decorum	8
XXI.	Parking	8
XXII.	Driving	8
XXIII.	Staff Training Classes	9
XXIV.	Student Rights, Responsibilities and Safety	9
XXV.	Complaints of Discrimination or Sexual Harassment	9
XXVI.	Sex Discrimination, Harassment and Assault	10
XXVII.	Safety	11
XXVIII.	Emergencies	11
XXIX.	Injury	11
XXX.	Safety Hazard	11
XXXI.	Fire Prevention	11
XXXII.	Customer Service	12
XXXIII.	Telephone Etiquette	12
XXXIV.	How to Refer Students	13
XXXV.	Good Work Habits	13
XXXVI.	Student Employment Guidelines	14
XXXVII.	Important Do's and Don'ts for Student Employees	15
XXXVIII.	Web Time Entry Instructions	16
XXXIX.	Actions for Immediate Termination	17
XL.	Campus Resources	17

INTRODUCTION

Congratulations and welcome to Del Mar College. Student employees are an integral part of the college, departments and offices. As a Work Study/Student Assistant, you are recognized as a very important part of our college community and we want to ensure that your work experience as a student employee is a rewarding and positive one. Your work experiences at DMC will help to prepare you for future career opportunities. You will learn time management, responsibility, gain leadership skills and earn money to help finance your educational costs. You will also develop strong work habits and job skills and have an excellent resource for future job references. Your supervisor will help to train you for your specific job duties and discuss with you the expectations for your job. The student employment experience will greatly benefit you as you enter the job market. Work experience enables you, to explore career options, discover strengths and weaknesses, likes and dislikes, and to see how your academic learning applies to the world of work.

This handbook provides general student employment information that will help make the transition to your job easier.

Use your job as both an opportunity to gain marketable skills and to establish a good work record. You have a right and a responsibility to know your job description and to ensure that you are performing the duties as described. You are to treat college employment as a regular job and are expected to conduct yourself in a responsible manner.

We encourage you to ask your supervisor any questions not addressed here. You may contact the Financial Services Office for more information at 361-698-1293.

STUDENT EMPLOYEE DEFINITION

A student employee is a part-time hourly employee who is currently enrolled at Del Mar College with the primary goal of achieving a certificate or associate's degree and must be actively enrolled in at least six credit hours while working.

Students may not perform any work or subsequently be paid for work performed before all steps in the hiring process have been completed.

Students are paid according to their financial aid award for hours worked. Student employees are paid to work at specific departments, office or services. Student employees are not paid to study at work. Only supervisors can outline specific job duties including down time or slow periods.

At no time are student employees allowed to 'volunteer' hours at work. If you are scheduled to work you must get paid.

NONDISCRIMINATION POLICY

Del Mar College affirms its commitment to equality of opportunity for all individuals. This commitment requires that no discrimination shall occur in any program or activity of the College on the basis of race, color, religion, national origin, sex, sexual orientations, marital status, pregnancy, age, disability, veteran's status or any other classification that precludes a person from consideration as an individual. This policy is in accord with Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Educational Amendments of 1972, as amended, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Vietnam Era Veterans' Readjustment Act of 1974, and related administrative regulations and executive orders.

ELIGIBILITY FOR EMPLOYMENT

Federal Work-Study and Texas Work Study student employees must have and maintain an overall GPA of 2.0 and **must** be enrolled in a minimum of 6 semester hours the entire time they are working during the Fall/Spring semesters. During the summer sessions, Federal Work-Study student employees must be enrolled for at least 3 semester hours each session. Dropping courses below the minimum hours per semester at any time during a semester, will cause immediate termination and cancellation of the work study award.

Student assistant employees must have and maintain a minimum GPA of 2.0 **per semester**, and must be enrolled at least half time (6 hours) during **each** semester of employment. Summer session is the **only** time a continuous Student Assistant may not be enrolled and allowed to work, provided the student was enrolled at least half-time during the Spring semester and will be enrolled for at least half-time for the Fall semester. The **Intent to Attend** form will be required in this situation.

WORK SCHEDULE

Your daily work schedule must be approved by your supervisor each semester. If you are sick or unable to report to work, you must inform your supervisor immediately. Repeated absences or late arrivals are grounds for termination. Planned absences should be arranged in advance and approved by your supervisor. Students are required to wear their Del Mar College employee name badges during their assigned work hours for easy identification.

ATTENDANCE

Student employees are limited by Del Mar College policies to work a **maximum of 15 hours per week while school is in session (fall, spring, summer I and II)**. The supervisor may request, if necessary, that Student Assistants be allowed to work additional hours per week during **semester breaks if the department is open and only if department funds that are available and have been budgeted.**

Student employees may hold more than one position on campus as long as the combination from all positions **does not exceed 19 hours per week**, including employment by off campus Community Service and America Read Programs.

PUNCTUALITY

Arriving on time for work is very important. The office and your supervisor depend on you to show up on time as scheduled. Begin now in establishing this important work habit. The job assignment you have is a “real” job and you are expected to be at work at your assigned time. Your supervisor depends on you! Don’t take your assignment (work) lightly. If you are going to be late contact your supervisor. If an emergency prevents you from reporting to work, contact your supervisor as soon as possible.

SOCIAL SECURITY TAX

Please be advised that your earnings from this position are not covered under Social Security. Pertinent information is available at www.socialsecurity.gov. You may also call toll free at (800) 772-1213.

BENEFITS AND HOURS OF WORK

Student employees are not eligible for overtime, paid holidays, vacation, sick leave, jury duty, unemployment insurance, medical benefits, or permanent status. They are, however, eligible for worker’s compensation. Student employees are paid only for the hours worked and documented on the Student Time Sheet and WebDMC. Hours worked by student employees are normally within the time the College is open for business.

REST PERIODS/BREAKS

Students working a consecutive 4-hour work period may take one paid 10 minute break. Students working more than 6 consecutive hours (6.1 and above) are required to take an unpaid 30-minute lunch break. Students working less than 4 consecutive hours **are not** entitled to a break. Supervisors may determine when breaks are taken, but they should not be taken at the beginning or end of the work period. Unused breaks are not cumulative or eligible for extra pay. Breaks are to be taken away from work area.

PAY DAYS

Pay is issued electronically by the Payroll Office. You must submit your time sheet to your supervisor as well as enter your time into WebDMC (webdmc.delmar.edu) on time by the dates listed on the Student Employee Pay Period Schedule. Late time data entry submission may result in a delay in receiving your paycheck. Late time sheets **must** be signed by the student employee and supervisor and then submitted to the Financial Aid Office for manual time entry.

Student employees paid with FWS or TXWS funds **must** submit their signed and approved time sheets every pay period for compliance.

Take responsibility in making sure your time sheet is accurate, complete, signed, the data is entered into WebDMC, and the time sheet is submitted to your supervisor **every** pay period.

SALARY RATES

All student workers are paid at least the current minimum wage.

SALARY INCREASES

Salary increases stay in line with the minimum wage changes.

PERFORMANCE APPRAISALS

A formal written performance appraisal may be given at any time during your employment as determined by your supervisor. While formal appraisals are required once a year, students should feel free to discuss their performance with their supervisor at any time. Ask your supervisor for periodic evaluations, as evaluations can be educational and helpful in securing future employment.

RESIGNATION

Students should give supervisors at least two weeks' notice when planning to resign. At that time, you may also ask your supervisor for permission to use them as a reference or to request a letter of recommendation for future employment.

STUDENT/SUPERVISOR RELATIONS

The relationship between students and supervisors should be open and honest. Everyone needs to work together to make the College run as smoothly and efficiently as possible, always keeping customer service as the highest priority. Students should feel comfortable discussing any work-related issues with their supervisors. Students are also encouraged to make suggestions which might enhance service to customers.

If there is a time when you and your supervisor have a difference of opinion you are urged to discuss your work-related problem or concern with your supervisor. Communication with your supervisor is an important job skill in resolving differences.

If discussions with your supervisor have not resolved the issues, you may schedule a meeting with the department chairperson or the Financial Aid Services Office.

USE OF COLLEGE EQUIPMENT

College equipment (including telephones, computers, printers, facsimile machines, copiers, keys, uniform, supplies, etc.) are to be used for official College business. Use of College property for personal use is prohibited. Personal use includes homework during working or non-working hours. Such misuse can be cause for termination.

FERPA (Family Educational Rights and Privacy Act)

Public Law No. 93-380, Family Educational Rights and Privacy Act of 1974, has set down requirements designed to safeguard student privacy both of access to student records and for the release of such records. Official records are maintained by the Office of Admission and Registrar. Any requests for student information must be referred to the Registrar in the Harvin Student Center on the second floor room 274.

CONFIDENTIALITY

Student employees may have access to Confidential Information. Confidential Information includes all information Del Mar College desires to keep confidential such as student/staff financial and personal information, student academic records, office conversations, information relating to course materials, course assignments, and system passwords other than your own. Student employees will not disclose Confidential Information to students or to anyone unless directed to do so by their supervisor. Student employees may share Confidential Information with other Del Mar College employees, only if the employees need to know the Confidential Information to do their jobs, and the student employee has been directed by their supervisor to share the Confidential Information. Student employees that breach this Agreement will be subject to disciplinary action, including dismissal from employment.

DRESS CODE/OFFICE DECORUM

Student employees must dress appropriately for the area in which they work, as determined by the supervisor. Short shorts, ripped jeans, mid-riff, etc. are not proper attire in any working environment. Student employees are frequently the first contact for customers. In order to create a positive and professional impression, students are encouraged to be neat and clean at all times. Bad habits, such as: visiting with friends while on the job, eating or drinking while working, unnecessary or noisy conversations, cell phone use, tardiness, and repeated absences prevent a student from getting their work done and place unfair burdens on co-workers. Poor habits such as these must be corrected before serious consequences are implemented. Students must remember that they represent the college, and must be professional at all times.

PARKING

All students must register their vehicle with Campus Security by providing a current Student ID in order to obtain a free student parking permit. Student employees are not eligible to park in faculty/staff spaces.

DRIVING

If your job requires driving a vehicle, you must have a valid driver's license and have taken the State-sponsored Defensive Driving Class. Check with your supervisor about registering for a driving class.

STAFF TRAINING CLASSES

The Office of Environmental Health, Safety, and Risk Management offer numerous free classes each semester on a variety of job-related topics. Check with your supervisor about registering for these classes.

STUDENT RIGHTS, RESPONSIBILITIES AND SAFETY

Standards of Student Conduct [Chapter 7 – Policy #B7.13]
http://www.delmar.edu/policymanual/pmcurrent/ch7/ch7.html#b7_13

B7.13 Standards of Student Conduct Policy

This policy is applicable to all students enrolled at Del Mar College to ensure that all practices and actions of the College are applied to students in an equal and nondiscriminatory manner. The policy includes standards and procedures on Student Rights, Student Obligations and Responsibilities, Non-Scholastic Student Misconduct, and Student Scholastic Dishonesty.

COMPLAINTS OF DISCRIMINATION OR SEXUAL HARASSMENT

Del Mar College recognizes its commitment and its legal obligation to provide equal opportunity for all applicants for employment, employees, students and educational and working environment free of discrimination or sexual harassment.

Del Mar College employees and students who wish to submit complaints of discrimination or sexual harassment should contact the District Complaint Coordinator or Alternate District Complaint Coordinator.

College policies and procedures for the submission and review of complaints of sexual harassment are located in the College's manual of Policies and Procedure at B5.42. These policies and procedures may be reviewed on-line at the DMC website, www.delmar.edu.

All students have to complete and print certificates of completion within the first two hours on the job; on the following topics:

- Preventing Sexual Harassment Training
<http://training.newmedialearning.com/psh/delmarc/index.htm>
- Preventing Employment Discrimination
<http://training.newmedialearning.com/ped/delmarc/index.htm>

SEX DISCRIMINATION, HARASSMENT AND ASSAULT

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Sex discrimination includes sexual harassment and sexual assault. Title IX applies to many programs at Del Mar College (DMC). While compliance with the law is everyone's responsibility at DMC, listed below are the staff members who have primary responsibility for Title IX compliance.

To File a Complaint against a Student:

Cheryl Garner
Dean of Student Engagement & Retention
Harvin Center, Room 204
361-698-1277
cgarner6@delmar.edu

If you have a complaint against a DMC student for sexual harassment, sex discrimination, or sexual assault, you should contact the Student Engagement and Retention Office. The Dean of Student Engagement and Retention is responsible for Title IX compliance for matters involving students, including training, education, communication, and administration of the grievance procedure for all complaints against DMC students.

To File a Complaint against Faculty, Staff, Vendor or Visitors:

Jerry W. Henry
Director of Human Resources
Heldenfels Administration Bldg., Room 101
361-698-1088
Jhenry12@delmar.edu

If you have a complaint against a DMC faculty or staff member or visitor for sexual harassment, sex discrimination, or sexual assault, you should contact the Human Resources Office. The Director of Human Resources and EO/AA is responsible for Title IX compliance for matters involving faculty and staff, including training, education, communication, and administration of the grievance procedure for all complaints against faculty, staff, vendors, and visitors, including those complaints filed by students.

Additional Resources

Sexual Assault

To file a complaint of sexual assault, you may contact one of the offices above, depending on who the complaint is against (faculty/staff, visitor or student) and you may also contact:

DMC Security
Maintenance Building at Naples Street and Kosar Street, East Campus
Emergency: 698-1199 Non-Emergency: 698-1946

SAFETY

Safety is a part of everyone's job. In situations where health and safety are a concern, it is always better to be safe than sorry. Safety or security issues should be reported to your supervisor immediately.

EMERGENCIES

To report an emergency on campus anytime, dial 911. The Campus Security will then determine if further assistance is warranted. The Campus Security can also be reached at 361-698-1199 or 361-698-1946 (24 hours)

INJURY

If an injury occurs on campus, call Campus Security at extension 361-698-1199 to secure proper medical care and direction. The student's supervisor should also be notified as quickly as possible.

SAFETY HAZARD

Report safety hazards to the Environmental Health, Safety, and Risk Management Office at extension 361-698-1199. Spills, overflowing sinks and toilets, loose shelves, broken chairs, etc. should be reported to your supervisor so that Physical Facilities Services may be contacted.

FIRE PREVENTION

Fire extinguishers, fire doors, hoses, and sprinklers are available and vital for fire prevention. Know the location of such equipment in your work area. In case of fire, call 911 **immediately** and then notify your supervisor or director and Campus Safety.

CUSTOMER SERVICE

Del Mar College is a customer service organization. Friendliness, pride in work and cooperation not only keep the customers satisfied, they also make working more enjoyable.

As representatives of Del Mar College, student employees are expected to be courteous and helpful to all customers. Often customers will have questions for which students do not have the answer. When this occurs, try to direct the customer to the person who does know the answer – a co-worker, supervisor, or director. If this fails, get the student name and telephone number and let them know you will call them back with an answer.

Always refer angry or frustrated customers to supervisors or directors. Whenever you feel uncomfortable with a customer or a customer's inquiry, refer the matter to your supervisor. Always remember to:

- Be approachable – let the customer know you are willing to help
- Express an interest in the customer's problem
- Listen to the customer – be sure you understand what they need
- Follow up. Direct the customer to someone who might be able to help or ask the customer to return for more assistance if still not satisfied

TELEPHONE ETIQUETTE

Most departments on campus have their internal policies regarding telephone etiquette. Check with your supervisor. Proper telephone etiquette is an essential skill. When answering the telephone, remember to:

- Answer promptly and pleasantly
- Identify yourself and your service area
- Listen attentively to the caller
- Use the caller's name if possible
- Thank the caller

When answering the telephone, also be prepared to take a message. When taking a message, be certain to write the following:

- Caller's name (ask for spelling if necessary)
- Caller's telephone number
- Caller's department or place of business
- Date and time message was taken
- Nature of the call

When transferring a call, let the caller know to whom and to what number they are being transferred.

HOW TO REFER STUDENTS

When referring a student be certain to do the following:

- Listen to the request
- Identify who to refer the individual to by using the Del Mar College Employee Directory or go to the Del Mar website http://www.delmar.edu/People_Directory.aspx

GOOD WORK HABITS

It is extremely important to develop good work habits from the first day on your job and keep them throughout your working life.

- **BE DEPENDABLE** – Show up for work every working day and be on time
- **BE EFFICIENT** – Get your work done accurately and promptly. Use your time for working, not for personal business, which includes friends stopping by to socialize.
- **EXERCISE INITIATIVE** - Do what needs to be done without being told. Once you have learned your job and can proceed on your own, do a little more than just what you're asked to do.
- **BE HONEST** – Don't abuse time by arriving late or quitting early. Always be honest no matter what the situation is.
- **BE CONGENIAL AND COURTEOUS** - Do your best to get along with everyone. Be someone with whom others enjoy working. Be pleasant, tactful and considerate.
- **BE NEAT AND CLEAN** – Use good taste in dressing and grooming for work. Neatness also applies to the work itself.
- **SHOW ENTHUSIASM FOR YOUR WORK** – You may not like every task, but emphasize the positive aspects of your job while taking the negative in stride. Every task is important.
- **ACCEPT CRITICISM** – Be willing to learn and improve from constructive criticism.
- **STAY IN GOOD HEALTH** – Health and safety habits are important for success in your life and on your job. You work best when you feel good and are well rested.
- **FOLLOW DIRECTIONS AND BE WILLING TO LEARN** – Be sure you understand directions and follow them in doing your job. If you are given an opportunity to learn new skills, take it. It could mean a promotion for you later.

STUDENT EMPLOYMENT GUIDELINES

The following are basic guidelines to follow as a Student Employee. Your supervisor will set specific rules for the office you work in. Keep in mind, the rules that pertain to you may be different from the DMC staff and you may not have the same privileges.

- Turn off cellular phones when you arrive to work. Should you need to have the cellphone on, leave it on a non-audible mode.
- Make sure your supervisor and/or staff is aware you are there to start working for the day.
- Please limit all personal phone calls to one (1) minute. Should you need to give out a phone number, give out the phone number to the department where you are employed.
- Limit personal conversations at student work-study station. You must be clocked-in to be present at work station. If you're clocked-in your focus should be work.
- Do not invite friends, classmates or family members to hang out while you're at work. Make arrangements for children or family members that you care for or let your supervisor know of issues that can't be avoided.
- Be available and amicable to all office staff and associates.
- When given an assignment, try to complete it before leaving for the day. If you are not able to complete it, please inform the person who assigned you the job or place a note on your assignment.
- Be sure to let supervisors know when you are done with assignments and seemingly have nothing to do. Only your supervisor can authorize your duties including down time. Work study is pay for work not pay for studying at work.
- Should you have access to confidential information, it must stay within the offices. (You may not release information on grades, addresses, phone numbers or students.)
- Do not leave any trash (paper cups, aluminum can, candy wrappers, etc.) at work stations. Please remove or throw your trash away. Do not eat at your work station. Take breaks away from your work station and make sure associates are aware you're not working.
- You must contact your supervisor if you are unable to come to work according to your schedule. Be sure to get the name of the person in your department who you leave your message with should you not be able to contact the supervisor.
- Please dress appropriately. All dresses, shirts, and shorts must be at an appropriate length. Attire should be tasteful (no obvious stains, wrinkles, tears, or patches). It's important to be comfortable but consider where you will be working and how casual the staff is. No attire with offensive language or promotion of illegal substances.
- Please use proper telephone etiquette when answering the phone. If you are not sure of the individual's name, please ask the caller for the spelling of the name. When taking a message, please leave a complete message (name of the person, phone number, date/time of call). Make sure you deliver the message to the appropriate individual.
- Be sure to provide world class customer service to all students, parents, staff, faculty and administration. Consider how you would like to be treated. Make sure to actively listen, take time to consider your answer and respond appropriately. Never be afraid to say "I don't know" provided you follow up with "but I'll find out and let you know."
- Be sure to update your time sheet daily and web time entry daily. Make sure to submit your time sheet at the end of every pay period so your supervisor can approve your time, sign off on it and send it forward to the Financial Aid Services Office.
- Should you have any complaint or concerns regarding a supervisor or fellow co-workers, please feel free to contact the Financial Aid Services Office at (361) 698-1293.
- All questions regarding web time entry or payroll should be directed to the Student Employment Assistant at the Financial Aid Services Office at (361) 698-1293.

IMPORTANT DO'S AND DON'TS

Student employees are paid to work at various campus departments, offices or student services ONLY. Individual professors, instructors, or members of faculty or staff are not allowed to hire student employees as their personal assistants or to perform personal functions for them at any time as part of their Work Study of Student Assistant duties.

At NO time are student employees allowed to:

- 1) get paid for studying on the job. (Do Not be fooled by students that say they were told Work Study means getting paid to Study at Work.)
- 2) provide “volunteer” hours without pay to complete duties or work special events/functions. If you are scheduled to work you must get paid.
- 3) *perform personal favors/errands for supervisors or staff such as running to get breakfast, lunch, snacks and/or drinks; run personal errands such as picking up children, dry cleaning, or medications; or working in their Supervisors homes doing chores such as mowing the lawn, cleaning their house, organizing their home office, etc.*
- 4) *perform the duties and/or responsibilities of a professor or instructor including but not limited to: filling in for professors that are absent or running late to class by opening classrooms, taking roll, presenting material or assignments, conducting lectures from professor notes or power points or monitoring/supervising class attendance at labs, the library, Stone Writing Center, Student Success Center or other out of the classroom group outings, grade homework and/or exams, post grades, conduct advising or office hour sessions in place of a professor.*
- 5) invite friends, classmates or family members to hang out while you're at work.

Student employees will always:

- 1) show up for work on time as scheduled or report to their supervisor any delays or absences in a timely manner.
- 2) be available and amicable to all office staff and associates.
- 3) be courteous and congenial to all Del Mar College faculty and staff.
- 4) be helpful and respectful of all students, parents and visitors.
- 5) adhere to the Statement of Confidentiality policy.

If at any time you feel the duties outlined by your Supervisor are not in keeping with general office functions or that performing personal errands is required for your job please call the Financial Aid Services Office at 698-1293.

WEB TIME ENTRY INSTRUCTIONS

Congratulations on your new job. Now that you are working you will want to keep track of your hours so you can get paid according to the Student Employee Pay Period Schedule. Please keep in mind, approval and processing of your payroll paperwork can take up to a week. You may not be able to access web time entry immediately. Your supervisor will be notified via email once you are fully processed and you will receive an official time sheet and a pay period schedule at that time.

Directions for web time entry: **DO THIS ON A DAILY BASIS FOR EACH TWO WEEK PAY PERIOD** (*A Pay Period Schedule is provided along with your official Time Sheet to your Supervisor once you are fully processed as a Student Employee.*)

- Login to WebDMC
click "Student" Tab (upper right side of webpage)
- Under My Bridge (bottom right side of webpage) go to:
select "Time Entry and Approval"
click "Time Entry"
select Check Box For Pay Period
enter time for days you worked (make sure to put AM/PM) example: 09:15AM
- When submitting time for supervisor approval: **DO THIS ONLY AT END OF THE PAY PERIOD AFTER ALL DAILY TIME(S) FOR THE TWO WEEK PERIOD HAVE BEEN ENTERED**
select the check box "Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval"
click submit to finalize time sheet

ONCE SUBMITTED YOU CAN'T RETRIEVE THE PAY PERIOD, ANY CORRECTIONS/CHANGES WILL HAVE TO BE SUBMITTED BY YOUR SUPERVISOR TO THE FINANCIAL AID OFFICE
- Sign time sheet and give to supervisor for approval signature and submission of Financial Aid Services

If you are not able to submit your time electronically by the due date for that pay period or you have time from a previous pay period, notify your supervisor immediately that you are blocked from web time entry. Your supervisor will then notify and forward your signed time sheet with the work LATE written in top corners to Debbie who will manually enter your time. If you are not paid for a pay period; let your supervisor know and your supervisor will notify Debbie and she will look into the situation.

All payroll related questions should be handled by Debbie Alvarado, Student Employment Assistant, Financial Aid Services, Harvin Center, room 262.

Contact info:

Debbie Alvarado

Del Mar College, Student Employment Assistant

Financial Aid Services, Harvin Center, room 262

Phone: (361) 698-1549

Fax: (361) 698-2017

Email: dalvarad12@delmar.edu

ACTIONS FOR IMMEDIATE TERMINATION

It is extremely important that you become familiar with these behaviors which may lead to your immediate termination without written warning:

- Engaging in theft, pilfering, or fraud involving Del Mar College
- Falsification of time sheets
- Possession or distribution of illegal drugs, narcotics, hallucinogenic drugs, alcoholic beverages, or being under the influence of such drugs or beverages while on duty
- Insubordination (the failure or refusal to follow a reasonable supervisory or administrative instruction.
- Absence without proper authorization
- Abusive treatment of or gross discourtesy to students, staff, or visitors
- Misuse, abuse, or destruction of Del Mar College equipment or property
- Possession of a weapon on Del Mar College premises
- Committing a misdemeanor or felony while carrying out job responsibilities
- Dishonesty or falsification of any Del Mar College record, report, or information
- Divulging confidential information concerning students, employees, or Del Mar College
- Failure to report to work (3) consecutive times without contacting the employer

CAMPUS RESOURCES

The Del Mar College website (www.delmar.edu) provides valuable resources such as the student handbook, class schedule, master calendar and variety of information about the College. These resources are valuable to you as a student and an employee at Del Mar College. Make it a point to become familiar with the DMC website and the webdmc student site.