# Bowdoin College Student-Employee Handbook

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Employment Eligibility

Any student who is interested in working while on campus can and is encouraged to do so. More than 40% of the student population works during the academic year, and many students work on campus during the summer. All students are required to fill out a federal and state W-4, and an I-9 prior to participating in gainful employment.

First-year students may participate in Bowdoin’s job placement program prior to their arrival on campus. Questionnaires are sent out during the summer to all first-year students receiving financial aid, and the Student Employment Office (SEO) places participants into jobs that match their skills and interests. Available positions vary from year to year, but are generally offered in dining services, information technology, the library, and various offices.

Finding A Job

1. The most desirable jobs fill quickly, so we recommend that you start your search a semester prior to or early in the semester that you would like to work. Many positions that begin in the fall are filled the previous April or May.

2. Go to the Student Employment website, http://studentemployment.bowdoin.edu/ to search the database of available jobs. If initially unsuccessful, continue to check the website every few days for new openings.

3. Fill out the online application for the positions you are interested in, and submit. We recommend that you apply for 3-4 jobs.

4. Check back with the department after a few days to let them know you are still interested, and continue to check your Bowdoin email account for interview requests and/or hiring announcements.

Note: If you are interested in a research position with a faculty member, talk with that person directly. Not all research jobs are posted with the SEO.

Interviewing Tips

Most jobs on campus are highly competitive and require an interview. Therefore, students should be prepared to answer questions like:

- What interests you most about this job?
- Do you have any previous related job experience?
- Could you tell me a little about yourself?
- What features of your previous jobs have you liked the most/least?
- Do you work better with others or alone?
- How would your current/previous co-workers describe you?
- What are some of your strengths/weaknesses?
- Do you have skills that make you uniquely qualified for this position?
- What kind of commitment can you give to this job considering your other obligations?
- Are you planning to study away next semester/year?

Remember, interviewing is a "two-way street"! If you're unsure about any aspect of the job for which you are interviewing, feel free to ask questions. Some questions that students tend to have for possible employers include:

- Is there a dress code for this position?
- Will there be any opportunity to work extra hours?
- Who will be my immediate supervisor?
- Is it possible to modify my work schedule if something important comes up (e.g. family emergency, athletic commitment)?
- What is the rate of pay for this position?
- Is there any opportunity for a raise?

Always be calm and positive in an interview. Employers simply want to find out about your personality, work experience, and interests. Also, it is appropriate to email a “thank you” to the interviewer within three days after your interview.

W-4 And I-9 Forms

Before you can receive compensation for work you have done, you must complete both the W-4 and I-9 forms. It is a good idea to fill them out before you even start working. According to federal law, the I-9 must be completed within three business days of when you begin your job. The good news is you only need to fill out the I-9 once for all the jobs you hold at Bowdoin, and you may only have to do the W-4 once as well. These forms are available in the SEO and certain types of identification are needed in order to appropriately complete them.

Most students find it easiest to provide the following forms of ID:
1) A passport by itself
2) A picture ID (driver's license or Bowdoin ID) along with an original social security card or an original/certified copy of a birth certificate.

You must provide the original documents, except where noted. Some people prefer to bring them in at the beginning of the year, and then send them home again immediately.

Note to International Students: There are alternative forms of ID, which you may provide. These are listed on the back of the I-9. Members of the Human Resources staff
are familiar with these documents and will help you. Please make an appointment by calling Kim Bonsey at x3491.

Students who work on campus prior to completing these documents cannot be paid until the W-4 and I-9 are complete.

Pay Rates

Starting rates of pay range from $6.50 per hour to $8.50 per hour, based on the complexity and desirability of the position. Over 60% are in pay grades A and B. Pay rate increases are possible at regular intervals (generally after two semesters or one summer’s work) based on good performance.

Whenever possible, all positions are paid an hourly wage - not stipends or "per event". This is to ensure that student employees receive at least minimum wage ($6.50 on-campus). Exceptions are made on a case-by-case basis.

Student Wage Scale: Academic Year

Student job descriptions fall into four major wage scale categories when divided up according to their characteristics. The characteristics are ranked in order of importance as follows:

- Required Experience / Skills
- Supervisory Responsibilities
- Characteristic Duties and Responsibilities
- Amount of Training Necessary for Competency - provided on the job
- Extent to Which Student Works Independently
- Desirability of Position

Pay Grade A - $6.50

- General Description:
  - Positions involve well-established procedural work
  - Scope of work is limited to department/organization
  - Few special skills and little or no previous experience are required
  - A minimal amount of training is necessary
  - Some supervision is required
- Examples of Positions in this Category:
  - Economics Office Assistant
  - Dean’s Office Receptionist
  - Fitness Center Monitor
Pay Grade B - $7.00
  o General Description:
    ▪ Positions involve medium level tasks with occasional independent judgments necessary
    ▪ Scope of work reaches other departments
    ▪ Special knowledge and specific skills are required
    ▪ Previous experience is preferred
    ▪ Often responsible for an aspect of a program
    ▪ Frequently required to maintain confidentiality
    ▪ Limited supervision
  o Examples of Positions in this Category:
    ▪ Admissions Tour Guide
    ▪ Dining Service Café Assistant
    ▪ Publications Intern

Pay Grade C - $7.50
  o General Description
    ▪ Positions involve interpretation of procedures and independent judgment
    ▪ Demonstration of advanced knowledge/specialized skills i.e. extensive computer knowledge, advanced proficiency in a particular academic area, and/or advanced writing skills is required
    ▪ Previous training/experience essential
    ▪ Works independently
  o Examples of Positions in this Category
    ▪ English Research Assistant
    ▪ Mathematics Grader
    ▪ Chemistry Lab Assistant

Pay Grade D - $8.50
  o General Description
    ▪ Positions involve creating procedures and completing complex and/or highly technical tasks
    ▪ Scope of works extends campus wide and beyond
    ▪ Advanced specialized knowledge and training, as well as extensive previous experience are required
    ▪ A high level of independent judgment essential
    ▪ Supervision not required
  o Examples of Positions in this Category
    ▪ Dining Service Student Manager
    ▪ Admissions Senior Interviewer
    ▪ Pub Operational Manager

Pay Grade E - As determined by department with the approval of the Student Employment Office, on a position-by-position basis.
o General Description
  ▪ Un-supervised, specialization-level work

Requests to increase the rate of pay for jobs, which are especially difficult to fill, are reviewed by the Student Employment Advisory Board.

When job performance merits recognition, we recommend a raise of $.25 for a period of two semesters in a department. One summer of full-time employment is equivalent to two semesters.

Student Wage Scale: Summer

The regular staff wage scale grading system is used for all student SUMMER positions. Students who have worked in the department for 2 or more semesters or full-time during a previous summer may receive a maximum of $.25 above the designated starting rate.

Two primary factors support higher summer rates of pay:
  1. During the summer, a supervisor's expectations of student employees match the expectations for full-time temporary staff.
  2. Using the regular staff wage scale for student summer jobs ensures that the rate of pay is based on the fair market value of the work being performed. In general, student rates tend to lag slightly behind staff rates due to the temporary nature of summer work and the timing of staff wage changes.

Job descriptions for summer positions should be submitted to the Student Employment Office. The manager of Student Employment evaluates and ranks the job based on twelve factors. The position is then assigned a starting pay grade and starting rate of pay.

Summer wage rates do not impact the academic year student wage rates. Students who work during the summer and remain in the same department for the academic year will return to academic year rates of pay in the fall, even if the job responsibilities remain the same or increase. This is because the expectations of student employees differ from the summer to the academic year. In the summer, the first priority is the job. During the academic year, the first priority is academic work.

Summer Employment

Background Information: Bowdoin College employs approximately 115 Bowdoin students during the summer break. These positions are highly competitive; most of the hiring is done in March and April.

Application Process: Openings, deadlines, and application forms are available on the Student Employment website. Hiring decisions are made by the individual departments.
**Payroll Information:** Paychecks are issued biweekly. Students must complete the W-4 and I-9 within 3 business days of when they begin employment. Social Security, Medicare, and taxes are withheld during the summer months.

**Wage Scale Information:** Students are paid according to the summer wage scale, which is explained below.

Students are limited to 40 hours per week on campus unless they receive prior permission from their supervisor(s) to exceed this. Students are paid overtime when they work a combined campus total of more than 40 hours in a week.

**Community Service**

Some positions on campus qualify for "community service" status according to Federal Work-Study regulations. These include the tutors in the America Reads and America Counts programs, the tour guides in the Arctic Museum, and positions in the Government Documents and Special Collections areas in the Library.

**Timesheets**

Time sheets are available from the Human Resources Office in the McLellan building, the Student Employment Office in Gustafson House, or from your supervisor, and must be turned in every other Monday by noon. Time sheet drop boxes are located in the Smith Union and McLellan Buildings. Whenever possible, submit your completed time sheets early to ensure speedy and accurate processing of the payroll. The deadline does occasionally change due to holidays. See the Payroll website for a list of pay periods and pay dates. Note that the pay period runs from Saturday to Friday.

Be sure that both your signature and your supervisor's signature appear in the appropriate places on the time sheet to certify the number of hours worked. The account number and expense code must also be filled in. Incomplete time sheets are returned unpaid to the employing department and miss the current payroll cycle.

**Paychecks**

Employees have two payment options: direct deposit or paper check. The direct deposit method allows Bowdoin to electronically deposit the money in the account of your choice on the pay date. A "payroll advice" stating the amount of your check and all deductions is delivered via campus mail at the same time as paychecks. Both are delivered to mailboxes the Friday after the pay period ends. It is not possible to cash checks on campus. There are a number of local banks and credit unions with whom you may open an account. Grocery stores will also give you a check-cashing card and cash payroll.
checks for a small fee. In addition, there is an ATM provided by Maine Bank and Trust in the Smith Union.

Benefits

Students are exempt from Social Security and Medicare taxes during academic years in which the student is enrolled and attending classes. Students must pay Social Security and Medicare taxes during any summer employment.

Student employees are eligible for Workers' Compensation. See the section entitled "Workplace Injuries" for procedure to follow.

Student employees are not eligible for holiday pay, sick pay, unemployment benefits, and wages for time spent serving jury duty, or vacation pay.

Scheduling

We recommend a weekly work schedule of 5-7 hours for first-year students and 6 - 10 hours for upper-class students. Generally speaking, this allows ample time for academics and social activities. Additionally, most supervisors require a minimum number of hours per week so that the student can gain meaningful knowledge about the department to be effective in their duties.

International students are restricted by their student visa to 20 hours of work per week when school is in session. All other students may work up to 40 hours per week on-campus. However, during the academic year, we strongly suggest that even the most enterprising students do not work more than 20 hours per week on a regular basis, nor more than 8 hours per day. Your primary occupation at Bowdoin is to be a student, not an employee. If you are experiencing a financial crisis, please communicate with the Student Aid Office staff.

Dress Codes

Some departments require student employees to dress in a professional manner. This is the case primarily in service-oriented positions, in which students have frequent contact with individuals outside the Bowdoin community.

Also, several departments on campus have dress requirements for safety reasons. Before beginning work, please check with your supervisor to find out if there are any specific requirements for your position.
Depending on your department, the type of shoes you wear can be important to your safety or enjoyment of your job. Be sure to wear comfortable shoes if your position requires that you spend a lot of time on your feet. Some departments restrict open-toed shoes or sandals for safety reasons. All employees are expected to wear appropriate footwear while on the job.

Promoting A Positive Work Experience

*These tips are based on conversations with your supervisors. If you follow these simple guidelines, the workplace will become an environment where strong working relationships, even friendships, can develop.*

Dependability is crucial.

Basic rule concerning confidentiality: any information you have access to on the job to which you would not have access any other way should be considered confidential.

Be sure to call in when you're sick.

You deserve to be treated with respect and dignity, as do your coworkers.

Respect for others extends to your dress and hygiene. Be neat and clean when you report to work. Avoid colognes and perfumes - some people have allergies.

Take your job seriously - the department depends on you to perform the tasks you were hired to do.

Your supervisor would rather hear that you really, really want to leave early for a weekend of skiing than have you call in "sick" and then find out the truth later.

Discuss the first indication of trouble with your boss.

Once you finalize your travel plans for breaks, be sure to let your supervisor know when you're leaving and when you'll be back.

Take the initiative - offer assistance.

In many departments, you represent the College to the public. You may be the first, even the only, person from Bowdoin with whom an individual will ever have contact. In these "service" positions you should behave professionally, both in person and on the telephone. *Some departments have standards of neatness and demeanor that are a part of the job.*

Students who handle money, or who work with little or no supervision, are expected to be especially responsible. (Be aware of the Honor Code)
In general, work time is not social time - plan to call/visit friends on your own time.

Be sure you understand what is expected of you. Continue to ask about your responsibilities as long as necessary.

Ergonomics

Innovations in technology have led to prolonged periods of time spent in front of a computer for many students and employees. This daily exposure can result in painful, debilitating conditions. To counter these problems the science of ergonomics was developed. Ergonomics attempts to integrate the individual's physical needs with his/her working environment.

Cumulative Trauma Disorder, or CTD, is the name given to a class of disorders that arise from putting negative physical pressure on the affected parts of the body over a long period of time. The four main factors that contribute to CTD are: awkward or non-optimal body positions, force, frequency of repetition, and time. The most common CTDs among computer users are back and shoulder problems, tendonitis, and carpal tunnel syndrome.

Important components in the ergonomics of a computer workstation are the chair, posture, vision, and lighting. A good chair is one that allows you to maintain a variety of comfortable task positions while working throughout the day. Proper posture means that your feet are flat on the floor, your back is straight, your elbows and knees are bent at right angles, and your wrists are lying flat, not bent. For the best posture, the top of the screen should be at eye level. This posture will help prevent tension or stiffness in the neck, back, and shoulders. Screen clarity and office lighting both also affect your well-being.

These general guidelines will help you reduce strain, fatigue, and your risk of developing CTDs.

- Change positions, stretch, or walk around if you begin to feel tired.
- Use a "light touch" on the keyboard to reduce hand stress.
- Rest your eyes throughout the day.
- Keep the computer screen and your eyeglasses clean.

Rest Periods

According to Maine law, employees are allowed 15 minutes of rest for every period of 5 consecutive hours of work. They are also entitled to 30-minute meal breaks for every 6 consecutive hours they are scheduled. Generally, such breaks are unpaid. Rest periods
may not be accrued, nor may they be taken at the start of a shift to compensate for arriving late or at the end of a shift to compensate for leaving early.

Stress Management

Trying to meet the demands of school, work, and a personal life often creates a great deal of stress for the college student. Both positive and negative events in your life can create stress. Learning to control this stress can result in a happier, healthier and longer life.

- Managing stress begins with taking mental action to control the way you think:

  *Worry Constructively:* Don't waste time and energy worrying about things you can't change or things that may never happen.

  *Look at life as being fluid:* If you accept that change is a natural part of living and growing, the jolt of changes may hold much less stress for you.

  *Consider alternatives:* Remember that there is seldom only one appropriate action. Anticipating options will help you plan for change and adjust more rapidly.

  *Moderate expectations:* Aim high, but be realistic about your circumstances and motivations.

  *Weed out trivia:* Don't sweat the small stuff, and remember that most of it is small stuff.

  *Don't rush into action:* Think before you act.

- The second component of reducing stress is taking physical action:

  *Exercise:* Exercise reduces stress by raising levels of endorphins in the bloodstream. As a result, it often increases energy, reduces hostility, and improves mental alertness.

  *Relaxation:* As your body relaxes, your heart rate slows, your blood pressure and metabolic rate decrease, and many other body-calming effects occur, allowing you to channel energy appropriately.

  *Eating Right:* Eating a balanced, healthful diet will help provide you with the stamina needed to get through problems and may stress-proof you in some ways.

  *Time Management:* Tips for good time management include; clean off your desk, never handle papers more than once, prioritize your tasks, avoid interruptions, reward yourself for being efficient, reduce your awareness of time, and become aware of your own time patterns.
These tips will not eliminate stress but they will increase your ability to handle the stressors in your life.

Resources

If you have any questions regarding your employment, the first person you should contact is your supervisor. The Student Employment staff is also available to assist you.

The Student Employment Advisory Board

The Advisory Board meets approximately four times each year, offering guidance to the Student Employment Office on major projects and matters of policy and procedure.

The Board is comprised of both students and employers. The supervisors are from departments that hire both large and small numbers of student employees, and from both academic and non-academic departments.

Any person interested in joining should contact the Student Employment Office for more information.

Evaluations

Evaluations provide a forum in which to discuss progress and to set goals. They are a good way to congratulate an employee for a job well done, and to give feedback on areas in which improvement is needed. We recommend that the first evaluation be an "adaptation" discussion approximately one month after the student begins working. After this, evaluations should be conducted at least once each year and at the termination of employment. A sample evaluation form can be found in the Appendix.

Job Safety/Right-To-Know Policy

All employees have a responsibility to promote safety in the workplace.

Vehicle Use and Safety

Certain employees of the College may be required to operate motor vehicles in the course of their work. In some cases, such as Facilities Management or Security, a College vehicle is provided for regular business use. The Facilities Management department also has a limited number of vehicles available for use by classes and athletic teams and by employees for business travel. Employees may also be required to drive their personal vehicle or a rented vehicle for College business. Car-pooling is encouraged when employees travel to seminars, meetings, or other group functions off campus. Travel
expense information, such as mileage reimbursement rates and procedures, may be obtained from the controller's office.

Any employee driving a College-owned, rental, or personal vehicle on College business must have a valid driver's license. To borrow or be assigned a College-owned vehicle, the employee must present a valid driver's license and certification of a satisfactory driving record. An employee required to drive for business purposes must notify his or her supervisor of any license restrictions, suspensions, or revocations. College-owned vehicles are not to be driven for personal use without written authorization from the College.

Any time employees are required to drive for business purposes they must wear seat belts as required by College policy and Maine law. Employees are expected to drive safely. All employees whose work requires them to drive must comply with all applicable traffic rules. They are also expected to complete a Defensive Driving Course, offered by the Safety Office.

"Right to Know"
Bowdoin College, in accordance with Maine law, provides orientation for all employees regarding the "Right to Know Law" and training for those employees who work with chemicals, hazardous substances and machinery. A complete file of Material Safety Data Sheets is maintained in the Communications Center/Security Office where the documents are available for inspection twenty-four hours per day, seven days per week.

Workplace Injuries

College employees, including student employees, are eligible for Workers' Compensation when they are injured on the job.

To Report an Injury:
The injured student, or another person acting on that student's behalf:
1. Must report the injury immediately (within 24 hours) to the supervisor. Failure to report in a timely fashion may compromise the employee's right to claim benefits.

Required Information:
- Time
- Place
- Cause and nature of injury
- Name and address of the injured student

2. Should seek appropriate medical treatment. Consultation with the Safety Office in Human Resources is recommended before seeking medical treatment in a non-emergency.
3. Must provide the College copies of medical statements relating to any treatment or examination provided under the Workers' Compensation Act. A First Report of Injury (claim) must be filed in Human Resources for any injury resulting in lost time from work and/or medical treatment.

The supervisor will:
1. Evaluate the circumstances and see that no further injury or damage occurs. If in doubt, contact the Safety Officer, Mark Fisher x3763.

2. See that first aid or medical treatment is given where needed.

3. Complete and sign the "Employer's First Report of Occupational Injury or Occupational Illness" and submit all copies to Human Resources within 24 hours of the injury. This report must contain all the information listed above in the first section under "The injured student". Also, complete the Bowdoin College Supervisor's Accident/Incident Report in any injury case or any "near miss".

4. Notify the Human Resources Office if the student employee is unable to work as a result of a work-related injury. Workers' Compensation laws require lost wages to be compensated after 7 days of work time missed.

To Return to Work:
Employees are expected to return to work after an injury unless a physician has ordered them out of work. In most cases, written restrictions will be issued for the employee to work under until they fully recover from their injury.

Investigations:
All absences due to an alleged industrial incident will be investigated thoroughly. In cases where the claim is found to be negligent, it may be cause for immediate dismissal of the claim, and reasonable grounds for termination of employment. The Supervisor's Accident/Incident Report is utilized as a tool to conduct the investigation. Contact Mark Fisher in the Safety Office for any assistance needed.

Disciplinary Procedures

We recommend supervisors follow these guidelines when dealing with disciplinary problems:

1. Give the student a verbal warning, stating exactly what the unacceptable behavior was, and what needs to be done to correct the problem. Document the conversation.

2. The second time there is a problem (it does not have to be the same problem), the student will be given a written warning with the same format as the verbal
warning. (A sample warning letter can be found in the Appendix of the supervisor's handbook.)

3. The third time there is a problem, the supervisor is free to terminate the student's employment with the department.

**Grounds for disciplinary action** include, but are not limited to:
- Tardiness
- Absenteeism
- Reluctance or failure to meet job requirements as listed in the job description
- Excessive use of the telephone for personal calls
- Excessive visiting with friends during working hours.

There are situations that require more severe and immediate action. **Grounds for immediate dismissal** include, but are not limited to:
- Lying on time sheet
- Theft
- Being at work under the influence of alcohol and/or illegal substances
- Use of College equipment or supplies for personal gain
- Disclosure or use of confidential information for any reason.

**Grievance Procedures**

We believe most situations can be handled within departments between the student and the supervisor. In cases in which a student is uncomfortable talking with the immediate supervisor, alternatives are listed below.

1. When department structure allows (i.e., the student works for someone who is not senior staff or department chair), the student should discuss the problem with the person one step above the student's supervisor. A student should go through the department hierarchy before taking the problem outside the department.

2. When a student does not have a hierarchy of people with whom to talk, or when that group of people has been exhausted without a resolution to the problem, the student should talk with the Manager of Student Employment to discuss the problem with the Coordinator. The Manager will work with the student and the supervisor to resolve the conflict.

3. In cases in which negotiation is not successful, the case will appear before the Student Employment Advisory Board. The decision of the Board will be final.
Resignation

If a student finds it necessary to leave a campus job, we encourage at least one week's notice. Some departments will require a two-week notice. It is best to communicate in advance if work commitments are causing a conflict. Your supervisor may be able to assist you in finding an alternative to leaving your job.

Discrimination

Respect for the rights of all and for the differences among us is essential for the Bowdoin community. Discrimination or harassment of others because of race, religious affiliation, gender, age, sexual orientation, physical disability, or other characteristics have no place in an intellectual community. If members of the Bowdoin community experience or witness any apparent incidence of harassment or discrimination, by students, faculty, or staff, they may discuss their concerns or request advice from class deans, academic advisors, or proctors. Such practices violate both the ideals of the College and its Social Code and are subject to appropriate disciplinary sanctions. When such incidents violate the statutes of the State of Maine, criminal prosecution may be pursued.

Drug-Free Workplace

Bowdoin receives federal grants and is therefore required to comply with the Drug-Free Workplace Act of 1988. This Act requires that colleges receiving federal moneys provide and maintain a drug-free workplace.

Bowdoin has no intention of intruding into the private lives of its student employees; however, the College does retain the right and responsibility to expect each employee to report to work and to perform his or her duties in a manner that will not jeopardize the health and safety of coworkers or other students. Some of the drugs that are illegal under state or federal law include marijuana, heroin, hashish, cocaine, hallucinogens and depressants and/or stimulants when not prescribed for medical care.

Any student employee who is at the workplace under the influence of alcohol or illegal drugs or who possesses or consumes alcohol or illegal drugs on the job or in the workplace is subject to College disciplinary action, up to and including dismissal from the College. The manufacture, distribution, or sale of illegal substances on the premises is strictly prohibited and will constitute an offense warranting dismissal. Any illegal substance found shall be turned over to an appropriate law enforcement agency.
The Bowdoin College Student Handbook contains complete information about state and federal penalties for drug and/or alcohol offenses, as well as a summary of uses and effects of controlled substances.

**Sexual Misconduct**

Bowdoin College is committed to providing its students, faculty, and staff a community and place of study and work, which is free of sexual harassment and all forms of sexual intimidation and exploitation. The College cannot thrive unless individual rights are respected and each member of the community is treated with civility. Members of the College should understand that this standard must shape our interactions regardless of whether it is backed up by the threat of sanctions. Certain types of behavior may be inappropriate even though not "illegal", for example, speech can be offensive even though allowed.

The College condemns the sexual exploitation of professional relationships among and between faculty, students, and staff. Employees who engage in activities that give rise to actual, potential, or apparent conflicts of interest, including intimate sexual relationships between two people who have an institutionally conferred difference in status (e.g. teacher/student, supervisor/subordinate) are hereby notified that such actions could make them liable to sanctions issued under this policy.

Any member of the College community has the right to report any instance of sexual assault or harassment without fear of reprisal and is encouraged to report such instances for the good or the community. The College encourages anyone who believes she or he has been a survivor of sexual misconduct to pursue charges within the State's judicial system by contacting the local police department. Information about Maine state laws on sexual offenses include stalking, sexual harassment and sexual assault are on file in the Office of Dean of Student Affairs and the Security Department. State and College judiciary processes can be pursued at the same time.

Being under the influence of alcohol or any other drug does not excuse behavior. In particular, it does not mitigate or nullify a charge of sexual misconduct.

**Sexual Harassment** refers to a broad range of unwanted behaviors that have sexual implications. It is generally defined as any use of privilege or power to impose sexually on another or any conduct of a sexual nature that has the purpose or effect of substantially interfering with a student's education or an employee's work or creating an intimidating, hostile, or offensive environment. It may involve coercive behaviors, which suggest that reprisals will follow, and in its most extreme form can include sexual assault. Other examples of sexual harassment include (but are not limited to): repeated and unwanted invitations to engage in sexual activity; stalking; unwanted letters, email, notes, gifts, or
telephone calls that have explicitly sexual content; unwanted jokes or comments about sex aimed at ridiculing or demeaning another individual.

**Sexual Assault** is included under "Sexual Offenses" in the Maine Criminal Code. Sexual offenses include but are not limited to, rape, forcible sodomy, forcible oral copulation, sexual assault with an object, sexual battery, forcible fondling (e.g., unwanted touching or kissing for purposes of sexual gratification). The College defines any of these acts as sexual assault.

**Sexual assault is unacceptable and will not be tolerated at Bowdoin College.**

The College urges an individual who has experienced sexual assault to make an official report. A report of sexual assault will be dealt with promptly. Confidentiality will be maintained to the greatest extent practicable.

All students, faculty, staff and visitors are subject to this policy. Violators will be subject to discipline up to and including suspension, dismissal, termination, or other appropriate institutional sanctions. Prosecution by external authorities may also occur. For a student, off-campus conduct may be subject to College disciplinary proceedings.

**Obtaining Information and Pursuing a Complaint**

There are two ways to file a Sexual Misconduct complaint. The complainant may choose to report the complaint anonymously by filling an Anonymous Sexual Misconduct Complaint form or make a formal written complaint. In the case of an anonymous report, the complainant has the right to file a subsequent formal complaint.

No one who has filed a charge of sexual misconduct in good faith may be retaliated against for having so filed. Any individual who retaliates against the charging party is subject to additional charges and sanctions. If the investigation reveals that the complainant falsely and maliciously accused another of sexual misconduct, the complainant may be subject to sanctions under the Bowdoin College Social Code.

If you believe you have experienced sexual harassment or assault or if you want to discuss your own behavior, staff in Counseling Services, Health Services, and Security as well as the class deans are available to consult with you about resources for personal support and procedures for pursuing a complaint. Safe Space is a group of trained students dedicated to the support of people who have suffered sexual harassment and sexual assault. Names of members are available from proctors and the offices identified above.

**Summary Of Laws Affecting Student-Employees**

The purpose of this summary outline is to provide a reference document that summarizes briefly the various federal and state laws, which may apply to the student employees at Bowdoin College. This outline is neither exhaustive nor the "final word." This
Employment Discrimination

Title VII of the Civil Rights Act: Federal law that prohibits discrimination in all phases of employment, including hiring, on the basis of race, color, religion, national origin, or sex (including pregnancy). The Civil Rights Act also makes sexual and racial harassment illegal. *

Equal Pay Act ("EPA"): Federal law that prohibits wage differentials based on sex, and requires "equal pay for equal work" on jobs which require equal skill, effort, and responsibility under similar working conditions. *

Age Discrimination in Employment Act ("ADEA"): Federal law that makes it illegal to refuse to hire or otherwise discriminate against an individual because of his or her age. ADEA only protects persons 40 years of age and older; however, the state law protects persons of all ages.*

Americans with Disabilities Act ("ADA"): Federal law that prohibits an employer from refusing to hire or from discriminating against an individual with a physical or mental disability who is able to perform the essential functions of the job with or without a reasonable accommodation.*

Rehabilitation Act of 1973: Federal law that applies to educational institutions receiving federal grants. The Act provides protections for persons with disabilities comparable to those provided by the ADA.*

Maine Human Rights Act: State law that prohibits employers from discriminating against applicants or employees on the basis of race, color, religion, age, sex, national origin or physical or mental disability.

Maine Whistleblower Protection Act: State law that makes it illegal to retaliate against an employee who reports to the employer or a government agency information concerning illegal practices or practices which affect the health and safety of others, or who participate in an investigation concerning such matters.

Wages and Hours

Fair Labor Standards Act ("FLSA"): The federal law that defines the minimum wage, overtime pay and record keeping standards applicable to employees. The FLSA also regulates child labor by requiring, among other things, that employees be at least 18 years of age before performing "hazardous" work.**

Rest Breaks: Maine law that requires that, with some exceptions, employees not be allowed to work more than 6 hours without a 30 minute rest break.
Employment of Minors: Maine law limits the employment of those under age 18 to certain times of day, hours per day, hours per week, and days per week. For information on these age-specific restrictions, please contact the Student Employment Office.

Wage Payment Law: Maine law that requires payment of wages to terminating employees within a reasonable period following termination of employment.

Unfair Agreements: Maine law that prohibits agreements whereby an employee is required to return his compensation for any reason other than purchase of benefits or the repayment of a loan or advance.

Assignment/Garnishment: Maine law that allows but limits the assignment of wages pursuant to child support orders and garnishment to enforce any court order.

Health and Safety
Occupational Safety and Health Act ("OSHA"): Federal law that requires employers to provide safe and healthy working conditions for employees. The law establishes detailed occupational health and safety standards and requires records be maintained of job related injuries and illnesses. Of particular importance are OSHA's Hazard Communications Standards and Bloodborne Pathogens training requirements. Maine law has requirements comparable to OSHA.***

Family Medical Leave Act ("FMLA"): Federal law that entitles certain employees to take a leave of absence for up to 12 weeks per year because of the birth or adoption of a child, or the serious illness of the employee or the employee's child, parent or spouse.****

Maine Family and Medical Leave Act: State law that provides employees with rights comparable to those set forth in the FMLA.

Drug Free Workplace Act: Federal law that requires the recipients of federal grants, such as Bowdoin, to provide and maintain a drug-free workplace. Among other things the employer must maintain a drug awareness program and notify employees whose work relates to the grant that the manufacture, distribution, possession or use of controlled substances is illegal.

Drug Free Schools and Communities Act: Federal law that requires educational institutions that receive federal funds, to adopt and implement an anti-drug and alcohol abuse program. Information concerning the program must be distributed to students and employees on an annual basis.

Maine Sexual Harassment Education and Training Law: Maine law that requires employers to notify employees each year about its policy prohibiting sexual harassment, and to implement an education training program for new employees and new supervisors.
**Maine Workers Compensation Act:** State law designed to provide compensation and payment of medical expenses to employees injured on the job.

**Maine Video Display Terminal Operators:** State law that requires education and training for employees whose primary task is to operate a terminal more than 4 hours on a daily basis.

**Maine Smoking Policy Laws:** Maine law requires employers to post a written policy on smoking in the workplace defining where (if anywhere) employees may smoke. Designated smoking areas must be physically separated from public areas such as reception areas, hallways, stairwells, etc. A separate law prohibits employers from requiring employees not to smoke outside of work.

**Other Laws**

**Right to Review Personnel Files:** Maine law that allows an employee to inspect and copy his or her personnel file within 10 days of submitting a written request.

**Reasons for Termination of Employment:** Maine law that requires upon written request that an employee be given in writing the reasons for the termination of employment.

**Immigration Reform and Control Act of 1986 ("IRCA"):** Federal law that requires employers to verify that employees are eligible to work in the United States. Law also prohibits employers from discriminating against applicants on the basis of national origin or citizenship.