

RULES AND PROCEDURES FOR STUDENT EMPLOYMENT

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1. Eligibility

All Bard College Berlin students are eligible for applying for student employment as defined in this document provided that they are in good academic standing as determined by the faculty. Should the faculty determine at any time that a student's academic standing is not satisfactory, the student's eligibility for jobs will be suspended.

2. Availability

Bard College Berlin offers a number of student jobs on campus. Preference will be given to those students qualifying for the work-study scheme as part of their financial aid assistance. The college may not be in a position to offer enough jobs to meet the full interest of students. There is thus no guarantee that a student will receive a job on campus.

3. Working hours and duration of contract

On-campus student employment may not exceed 10 hours per week during the academic term. Students may work longer hours when classes are not in session, provided that the employing department can offer such additional hours.

4. On-campus employment and off-campus employment

Bard College Berlin students are eligible for both on-campus and off-campus employment. For jobs outside Bard College Berlin, students must conform to the restrictions of the student residence permit, which set a limit of 120 days of full-time work per year or 240 days of part-time work per year. The 10 hours worked on-campus are not counted towards this calculation. Students covered through a public German health insurance are not allowed to work more than 20 hours per week during the semester. It is the student's responsibility to find out about work regulations and restrictions stated in their private or foreign health insurance policies, stipends, etc. All student work is reported to German tax authorities.

5. **Salary**

All on-campus jobs are paid at the rate of 8.50 Euros per hour.

6. **How to post/find a student job on campus**

FOR SUPERVISORS: If you want to post a student job opening, please provide the necessary information on the Job Opening Form and submit it to n.coester@berlin.bard.edu. All vacant student job positions on the Bard College Berlin campus must be posted publicly through this procedure. The forms are available for download online.

FOR STUDENTS: Once you've received an email about a job opening you are interested in send your application to the supervisor and Nadine Cöster (n.coester@berlin.bard.edu).

If you have been successful in getting the job, have your supervisor sign the Hiring Form available through the Bard College Berlin website and submit it to Nadine Cöster.

7. **Training, performance, supervision**

Each student employee at Bard College Berlin has a supervisor who is the primary contact person for questions and concerns regarding the position. The supervisor is responsible for providing adequate training and guidance to the student. The goals of the job should be communicated clearly and the duties summarized in a job description. The supervisor is also responsible for setting up a time schedule with the student. The supervisors are obliged to give consideration to academic priorities of students when scheduling work hours.

Correspondingly, the students are obliged to give their supervisors adequate notice of schedule changes or expected periods of particularly heavy academic workload. Performance of the student should be followed and supported continuously. The student and the supervisor are encouraged to hold an informal review a few weeks into the job in order to be certain that the student understands and feels comfortable with the goals and expectations. If the performance is unsatisfactory owing to absences or weak results, the supervisor should give an official warning to the student in writing and inform Nadine Cöster about it. Should there be repeated incidents of unacceptable performance by the student after the warning, the college is entitled to terminate the work relationship earlier than planned. If the student wishes to end employment before the specified time, he or she should discuss this issue with the supervisor. Termination of the employment has to be done in writing.

8. **Timesheet records and payments**

Timesheets (signed by the job supervisor) must be submitted to the Nadine Cöster (n.coester@berlin.bard.edu) on or before the 15th of each month in order to receive payment at the end of each month.

Payments may be made by bank transfer (German bank accounts only) or in cash. No payment will be processed more than four weeks after the month for which payment is applied.