2018 Summer Jobs at Colby
General Information

Schedule
Summer jobs involve at will employment that generally falls between Thursday, May 31, 2018, and Friday, August 10, 2018 for a specified number of weeks. Please note that summer employment begins after Commencement and Memorial Day (Monday, 28th), which is a College holiday. There is also a mandatory vacation day (unpaid) on Wednesday, July 4, 2018. No summer workers should work these holidays. The work week is typically 35 hours, Monday-Friday, 8:30-4:30 (an hour for lunch) although some jobs do vary from this schedule, particularly positions in the Facilities Department. In some instances, jobs may exceed 35 hours per week, but will not exceed 40 hours per week. (Overtime is not permitted.) In rare cases, a student employee may work at more than one summer job on campus. However, the total number of hours worked at all jobs combined must not exceed 40 hours per week.

Summer housing ends Saturday, August 11, 2018. At that time, Colby students may be relocated to their fall housing but generally may not continue to live on campus unless granted special permission through your employer in conjunction with Campus Life.

Payroll
In alignment with academic year student employment pay structure and Maine State law, each summer position is classified into pay rates depending on skills required, supervisory responsibilities, and other prerequisites. The hourly rate typically ranges from $10.00 to $11.00 per hour. An online web time entry system similar to the one used during the academic year will be used in the summer. Hours must be entered, approved, and submitted by the supervisor by the Monday morning after the pay period ends. Time entry falsification is grounds for immediate dismissal. Payroll deductions include taxes and FICA (Social Security), as well as room/board charges, if applicable. The Colby payroll office has adopted direct deposit as its primary method of payment. If you haven’t already done so, Colby students should pick up direct deposit authorization forms from the payroll office in Garrison–Foster; non-Colby student summer hires may pick up direct deposit authorization forms at Human Resources located in Roberts. Please find below some relevant payroll dates. For a complete payroll schedule, please go to Payroll’s web page at http://www.colby.edu/financialservices/payroll/ and click on the 2018 Payroll Schedule link in the right-hand margin.

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Professional Conduct
The quality of life in the work place at Colby is characterized by the College’s commitment to a healthy and productive atmosphere for all. Summer employees are expected to be to work on time, dress and act appropriately, and perform their duties conscientiously. Additionally, summer employees are expected to comply with the same standards of conduct as apply to Colby students generally, as set forth in Colby’s Student Handbook, as well as those standards of conduct, including but not limited to, the use of Colby property, breach of confidence, and insubordination that are detailed in Colby’s Staff Handbook. The Staff Handbook can be found on-line at http://www.colby.edu/humanresources/staff-handbook/. In addition to those sanctions set forth in the Student Handbook, employees who do not comply with Colby’s standards of conduct are subject to loss of summer housing and/or termination of employment.

Housing
Housing is available in Mary-Low / Coburn and Treworgy for Colby students who are working on campus. The cost for summer housing is $100 per week ($200 per pay period) and includes an unlimited swipe meal plan while the dining hall is open. For the majority of the summer, at least 19 meals per week will be offered but during the early and late parts of the summer and on a few weekends, the meal plan may only be 10-12 meals
per week. Please refer to the Meals section of the housing guidelines for more specific details about the meal plan and about living on campus. Housing policies in the Student Handbook apply to all summer residents. Please see the Summer Housing Guidelines for more information: http://www.colby.edu/administration_cs/special_programs/summer-student-housing-questions.cfm. When you submit your housing form, you are also certifying that you have read and understood the information contained on the Special Programs website pertaining to summer student housing questions.

Security
The Department of Security in Roberts remains open 24 hours a day throughout the summer. You can reach Security by dialing x5530 or x5911 for emergencies. There is a dispatcher in the Department of Security in Roberts and a security officer on patrol throughout the campus, 24 hours a day. Please call Security for any suspicious or criminal activity you notice on campus.

Medical
The Garrison-Foster Health Center does not provide medical services during the summer. Although students may choose their own sources for health care, we recommend the emergency room at MaineGeneral Medical Center (Thayer Unit). If you have any questions following your visit, you may contact the Garrison-Foster Health Center. Generally someone is available in the Health Center office Monday through Thursday mornings during the summer. Please keep in mind that your student health insurance through Colby provides limited coverage. The Garrison-Foster Health Center recommends that students check their home (non-Colby) health insurance before the summer and keep notes that might be helpful in case a claim needs to be filed.

Mail
The student post office is closed during the summer, although incoming student mail will still be put in your student mailbox. All outgoing mail will be handled by the Eustis Service Center in the basement of Eustis. The Eustis Service Center summer hours are Monday-Friday, 8:00 a.m. to 4:30 p.m. (closed on weekends and holidays). You may continue to use your same mailing address as during the school year.

Transportation
Zip Cars – Colby currently has three Zip Cars on campus. During the summer, all cars will be available for use. For more information, go to http://www.colby.edu/travelservices/on-campus-zipcar-service/.

Help
Although your role changes from student to employee during the summer, please do not hesitate to ask for help with a problem if one should arise. If you have a job related issue, it can be addressed with your supervisor. Also, even though many college administrators serve in a different capacity during the summer from that of the academic year, they are still on campus and available to you should you have personal problems that need to be addressed. Resources are available in the summer to assist with almost any problem. Seek help.
Summer Housing Guidelines

Who
Limited housing is available in the summer for students who are working on campus. Priority is given to undergraduate research assistants, undergraduate students working an administrative position on campus, and students doing off-campus internships for credit under the auspices of the Career Center. If housing is still available after all those students have been housed, graduated seniors working on campus may be housed on a space available basis.

Where
Mary Low / Coburn and Treworgy will be the primary residence halls for students living and working on campus for the summer of 2018.

Storage
Please be aware that there is very limited storage in the trunk rooms on campus. The storage areas are locked but the College cannot assure security of items stored in such areas. It is best to make other arrangements for storage of valuable items. If you wish to store items in the trunk from the end of your finals in May until you return to campus to begin summer employment, please see Campus Life to get a special trunk room tag that allows you to store items not normally permitted in trunk rooms.

Meals
Between Commencement and June 11, a modified meal plan will be available. Basically, a continental style breakfast (with some hot items) will be available Monday-Friday along with a modest dinner. On weekends, brunch and dinner will typically be available, and some weekends may have 3 meals per day. The dining hall opens for normal summer operations on Friday, June 15 with dinner. Regular dining service ends after Dinner on Friday, August 10th. Limited meals will be available after this time.

Summer workers will be allowed unlimited swipes whenever the dining hall is open for regular dining. Weekly dining hall schedules will be posted at the entrance to the dining hall and will also be communicated via email. Please check the schedules often, as they do change periodically throughout the summer depending on the programs on campus.

Community Advisor
The summer CA's are a looking to build a positive and inclusive community that welcomes all students during the summer. They will create programs that will help students to get to know campus and the surrounding area. These students are hired and supervised through the Office of Campus Life. They will support students through the start and end of summer housing transition.

Access
Your residence hall will be accessible with your ColbyCard. The exterior doors will remain locked 24 hours a day. Keys will be issued through Special Programs for room doors. Replacement cost for a ColbyCard is $20, and the cost of a replacement key is $50. Please keep your doors locked at all times for your safety, and please do not prop exterior dorm doors. Always carry your key and ColbyCard. Your card will only work in the summer student residence halls. Access to the assigned student halls will be the same as during the school year. You are not allowed in the other residence halls without permission from Brian Bray, Director of Special Programs.
Fire Safety
Fire safety is a major concern in the summer as it is during the school year. Please refer to the Student Handbook for information regarding tampering with fire safety equipment, false alarms, etc. Please take all fire alarms seriously and leave the building immediately through the nearest exit, if you hear a fire alarm sounding. Residence halls are checked regularly for safety violations and dangerous conditions. Please be sure to keep your residence hall safe by keeping exits and hallways clear. As during the academic year, open flames, such as candles, are banned from residence halls. The Department of Security will be conducting at least one fire drill during the summer.

Residence Hall Conduct
The same standards of conduct apply to summer residents as apply to students during the academic year. Please be aware of all housing and behavioral regulations in the Student Handbook. Respect for your fellow student employees, College property, College employees, and guests of the College is expected at all times. The program administrators will handle problems in the residence halls, such as rowdiness, excessive drinking, and unregistered parties. Disciplinary problems will be handled by the Assistant Dean of Conduct and Accountability. Warnings will be communicated to the appropriate supervisors. As a summer worker, you are held to a higher standard of conduct than during the school year. Consequently, second offenses and serious first offenses will result in loss of campus housing and may lead to termination of employment.

Parties
Parties may be held provided a Colby Event Form is submitted and approved by the Office of Campus Life prior to the event. All matters related to parties (alcohol consumption, damage, etc.) are handled in accordance with the policies in the Student Handbook. Based on previous years’ experiences, quiet hours have been established for this year. Sunday through Thursday quiet hours begin at 10:00 p.m., and Friday and Saturday nights at 1:00 a.m. In the unlikely event students are assigned to live in a residence hall other than Mary Low / Coburn and Treworgy, quiet hours may be imposed 24 hours a day.

Damage
A representative from the Facilities Department will inspect rooms for damage prior to occupancy. Any damage found prior to your moving in will be noted. When you vacate your room, a second inspection will take place. Any new damage found will be charged to the residents of the room. Damage charges carry over to the academic year billing.

Moving Out
All summer student employees must move out of their summer housing within 48 hours of the end of your employment or by August 11, 2018, whichever comes first, and all room keys must be returned to Special Programs by Monday, August 13, 2018. Students will not be able to move their belongings into their fall room at the end of the summer employment, but will need to either store them in a trunk room or take them home. The only students who will be able to move to their fall rooms are those who are staying through until the fall semester begins. Any deviation from these dates must be approved in advance. Please contact Brian Bray (x4732) for more details and assistance.

More information about summer housing can be found at:
http://www.colby.edu/administration_cs/special_programs/summer-student-housing-questions.cfm