2021 Administrative Summer Jobs at Colby
General Information

Schedule
Administrative summer jobs start between Thursday, May 27, 2021, and end by Friday, August 6, 2021, unless there is a performance issue that is discussed with HR. Please note that administrative summer employment can begin after Commencement. There are also two mandatory vacation days (unpaid) on Monday, May 31 (Memorial Day) and Monday, July 5, 2021 (Independence Day observed). 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 7, 2021. 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 administrative summer position is classified into pay rates depending on skills required, supervisory responsibilities, and other prerequisites. Most positions pay $12.15/hour in accordance to Maine State minimum wage. 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, submitted by the employee, and approved by the supervisor by Monday at 10 am after the pay period ends. Time entry falsification is grounds for immediate dismissal. Payroll deductions include taxes (Federal, State, and FICA), as well as room/board charges, if applicable. The Colby payroll office has adopted direct deposit as its primary method of payment. Direct deposit authorization can be found and completed in Workday. Please find below some relevant payroll dates.

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ATTENTION Colby Students:
Important Notice on Entering Time Worked (For Paychecks)
Whether you have held an on-campus job before or not, all students now have access to Workday (the College’s employment management system) in order to view and apply for academic year and summer jobs on campus. As we continue to tailor Workday to better fit the needs of the College, some minor changes have been made regarding time entry. All student workers will now need to select their position from a drop down menu when entering time worked. It is very important that you ensure you are entering time worked under the correct position. All administrative summer positions should have the word “summer” (without quotes) in the job title. Time should NOT be entered on the “Student Worker – Not For Time Entry” position. This is a placeholder position to keep your Workday access and permissions active between academic years.
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.

On-Campus Housing (for Colby Students only)
Housing will be available in Heights and Hillside. Chem-free housing will be available. The cost for summer housing is $125 per week ($250 per pay period deducted from students’ biweekly paycheck) and includes 3 daily meal swipes when the dining hall is open. All housing policies in the Student Handbook apply to summer residents. Please see the Special Programs website for more information: https://www.colby.edu/specialprograms/students

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 will have limited office hours for medical care for Colby students during the summer. While students may choose their own sources for health care, we recommend MaineGeneral Express Care for non-emergent care (211 Main Street, Waterville 207-877-3450), the Emergency Department at MaineGeneral's Thayer Center for Health (149 North Street, Waterville 207-872-1300), and the Emergency Department at Northern Light Inland Hospital (200 Kennedy Memorial Drive, Waterville 207-861-3000). We suggest student's check with their health insurance company before the summer and keep notes that might be helpful in case a claim needs to be filed. For students with health insurance through Colby's Commercial Travelers plan, please keep in mind coverage lasts through July 31. For any questions relating to your Wellfleet health insurance coverage, please contact Lisa Farrington at 800-537-6444 x2556 or visit https://wellfleetstudent.com/.

Counseling Services
Counseling Services is closed from late May until late August, and does not provide regular services during the summer. Director Eric Johnson is available by email (eric.johnson@colby.edu) for questions, non-emergent consultations, and assistance with referrals to local providers. For urgent mental health concerns, our on-call counselor is available 24/7 to support students living or working on campus and may be reached by calling 207-859-4490 and pressing “0”.

Local Mental Health Referrals:
- Health Psych Maine: 207-872-5800
- Rebecca Lovitz, LCSW: 207-228-2741
- Todd MacFarlane, LCPC: 207-215-6442
- Greg Bazakas, LCSW: 207-314-9863
- MaineGeneral Mental Health and Substance Abuse (including medication): 877-777-9393
**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 Mail Service Center in the basement of the bookstore (Cotter Union). The Mail 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** – During the summer, two Zip Cars will be on campus and available for use. For more information, go to [http://www.colby.edu/travelservices/on-campus-zipcar-service/](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, many College administrators and staff are still on campus in the summer 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 Colby students who are working on campus. Priority is given to undergraduate research assistants, undergraduate students working an administrative position, and students doing off-campus internships for credit under the auspices of DavisConnects. If housing is still available after those students have been placed, graduated seniors working on campus may be housed on a space available basis.

**Where**
Heights and Hillside will be the primary residence halls for students living and working on campus for the summer 2021. Chem-free housing will be available.

**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 ensure 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**
Student workers who are living on campus will be allowed 3 daily meal swipes whenever the dining hall is open. Weekly dining hall schedules will be posted at the entrance to the dining hall and will also be communicated via Colby Now. Please check the schedules often, as they do change periodically throughout the summer. For the majority of the summer, 19 or more meals per week will be offered in Dana. During the early and late parts of the summer however, the dining hall may offer a more limited number of meals.

Between Commencement and June 14th, a modified meal plan will be available. Typically, a continental style breakfast Monday-Friday along with a modest lunch & dinner. On weekends, brunch and dinner will typically be available. Regular dining service ends after dinner on Friday, August 6th. Limited meals will be available after this time.

**Community Advisor**
The summer CAs 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**
The exterior doors to your summer residence hall will remain locked 24 hours a day and will be accessible only to Colby summer workers using their ColbyCards. You are not allowed in any other residence halls without permission from Special Programs. Room keys will be issued through Special Programs at the beginning of the summer and must be returned upon checkout. The cost to replace a dorm key is $50. Please keep your doors locked at all times and DO NOT prop exterior dorm doors.
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 Office of the Dean of Students. 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.

Damage

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

Moving Out

All student workers must move out of their summer rooms within 48 hours of the end of their employment or by 5pm on Saturday, August 7, 2021, whichever comes first. All room keys must be returned to Special Programs by Monday, August 9, 2021.

Students will not be able to move their belongings into their fall room at the end of the summer 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 with permission from the Office of Campus Life.

More information about summer housing can be found at:

https://www.colby.edu/specialprograms/students