

## 2024 Summer Job Regulations at Colby

Each summer, more than 200 students remain at Colby working with Colby faculty doing research or supporting administrative offices, or performing Colby-approved local internships. The following document outlines Colby’s Summer employment regulations and information about living on campus.

Students who are employed by Colby or participating in Colby-sponsored internships (through DavisConnects) can request to live on campus **during the 10-week employment** window for a weekly fee which is deducted from their summer pay. As the College manages the closing and opening of the spring and fall semesters and summer programming with summer employment, we ask that supervisors and students note the key dates outlined below:

### Key dates

Spring semester classes end	Sunday, May 12
Finals end	Monday, May, 20
Residence halls close for underclass students	Tuesday, May 21 at noon
Spring Employment for underclasses end	Tuesday, May 21
Commencement and senior move-out	Sunday, May 26
Spring Employment for seniors end	Saturday, May 25
Summer housing move-in	Monday, May 27 (as early as)
Summer employment begins	Tuesday, May 28
Summer Employment ends	Friday, August 2
Summer housing move-out (summer employees leave campus)	Saturday, August 3 at noon
Class of 2028 arrival day	Thursday, August 29
Residence halls are open for returning students	Monday, September 2
<p><i>*This date is identified as the earliest possible date for summer student employees not on campus during the spring-to-summer transition period (May 21-May 27). Students on campus throughout the spring-to-summer transition period will receive communication about their specific move-in date.</i></p>	

## Schedule

### Summer employment dates

Summer jobs start **Tuesday, May 28, 2024, and end by Friday, August 2, 2024** unless there is a performance issue that is discussed with Human Resources (HR)/ Student Employment Office. Please note that summer employment can begin after Commencement on 05/28/2024. There are also three mandatory vacation **days (unpaid) on Monday May 27 (Memorial Day), Wednesday, June 19 (Juneteenth), and Thursday, July 4 (Independence Day).** 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 on Sunday, August 3, 2024, at noon.** At that time, Colby students may not continue to live on campus unless through exceptional and extenuating circumstances in which approval is provided by the Office of the Residential Experience. Students must exhaust all possible options before this is considered as the College has need for extensive preparations for the upcoming year throughout this time.

## Payroll

In alignment with the 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. Most positions pay **\$14.15/hour** in accordance with the Maine State minimum wage. An online web time entry system (Workday) similar to the one used during the academic year will also 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 (Go to the Student Workers tab on Colby Workday [website](#) for time entry instructions). Time entry falsification is grounds for immediate dismissal. Payroll deductions include taxes (Federal, State, and FICA when applicable), as well as room and 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 see below for relevant payroll pay period dates.

Pay Period (biweekly)	Pay Date
5/19/2024 – 6/01/2024	6/06/2024
6/02/2024 – 6/15/2024	6/20/2024
6/16/2024 – 6/29/2024	7/03/2024
6/30/2024 – 7/13/2024	7/18/2024
7/14/2024 – 7/27/2024	8/01/2024
7/28/2024 – 8/10/2024	8/15/2024
8/11/2024 – 8/24/2024	8/29/2024

**ATTENTION Colby Students:**

**Important Notice on Entering Time Worked (For Paychecks)**

To be paid for hours worked in a summer position, please follow the instructions below:

- Log into Workday.
- From the home screen, click on the Time icon.
- In the Enter Time column, select the week under which you want to record hours worked.
- In the Enter Time pop-up window (see below), select the position from the drop-down menu; **you must ensure you are entering the time worked under the correct position.**

**Enter Time** [Redacted] 04/11/23

Today < > Apr 9 – 15, 2023

Sun, 4/9 Hours: 0    Mon, 4/10 Hours: 0    Tue, 4/11 Hours: 0

**Enter Time**

**Enter Time** 04/11/2023

Time Type \* x Worked Time ...

Position P-105815 -- please select --

Hours \* 0

**Details**

Comment

OK Cancel

[Redacted] 04/12/23

> Apr 9 – 15, 2023

Mon, 4/10 Hours: 0    Tue, 4/11 Hours: 0

**Enter Time** 04/12/2023

Time Type \* x Worked Time ...

Position P-105815 -- please select --

select one

Hours \* 0 P-105815 -- please select --

**Details**

P-114933 Student Tutor (+)

P-116691 Student Community Advisor (+)

P-116889 Student Spiritual Life Assistant (+)

P-117379 Student Office Assistant-Men's Basketball Office (+)

Comment

OK Cancel

Actions

Sat, 4/15 Hours: 0

○

## Professional Conduct

The quality of life in the workplace 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 outlined 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 online at <http://www.colby.edu/humanresources/staff-handbook/>. In addition to those sanctions outlined 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 Roberts, Paula Crane Lunder House, Jane Powers House, Carol Swann-Daniels House, and Jacqueline Núñez House (residence halls formerly known as the Pond Houses) . The cost for summer housing is \$140 per week (\$280 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. Students hired for summer positions and eligible for summer housing will receive outreach from the Office of the Residential Experience with additional details and access to the summer housing application. Please see the Special Programs website for more information: <https://www.colby.edu/people/offices-directory/special-programs/students/>

## Security

The Department of Security in Roberts remains open 24 hours a day throughout the summer. You can reach Security by dialing 207-859-5530 for support and assistance, or 207-859-5911 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 health clinic for Colby students is located at MaineGeneral College Health (MGCH), within the Thayer Center for Health, at 149 North Street in Waterville (less than 1 mile from the Colby campus). Over the summer, MGCH is open to students Monday through Friday from 8:00 am to 4:30 pm. For non-emergency care in the evening and over the weekend, MaineGeneral Express Care, at 211 Main Street in Waterville, is open until 7:30 pm on weekdays, and from 8 am to 5 pm on weekends. For emergencies on campus, dial 207-859-5911, and the Emergency Department at MaineGeneral's Thayer Center for Health is open 24 hours. MaineGeneral services will be billed to your health insurance, so we suggest you check with your health insurance company to ensure you understand your insurance coverage details. For any questions relating to Colby's 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](mailto: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
- Greg Bazakas, LCSW: 207-314-9863
- MaineGeneral Mental Health and Substance Abuse (including medication): 877-777-9393

Colby students may also access counseling support through Talkspace. Talkspace is an asynchronous therapy service that connects students to a dedicated, licensed therapist via private messaging or live video. This therapy service is free for all Colby students, including through the summer months. Students can regularly message their therapist via text, voice, or video 24 hours a day. Therapists engage daily, up to 5 days a week. Students can also coordinate up to 4 live video sessions per month, based on preference, need, and scheduling.

To access Talkspace, a student should go to [talkspace.com/ColbyCollege](https://talkspace.com/ColbyCollege) and enter their Colby email address. Once they receive their confirmation email, the next steps are self-explanatory. Initial enrollment must be done from a web browser, but once established, students can use the Talkspace mobile app for ongoing therapy engagement.

## **Mail**

All student packages and letter mail are temporarily located in the Mail Service Center for the summer. Outgoing mail will be handled by the Mail Service Center in the basement of the bookstore (Cotter Union). The Mail Service Center's summer hours are Monday-Friday, 8:00 a.m. to 3:00 p.m. (closed on weekends and holidays). Please continue to use your same mailing address as during the school year.

## **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 in administrative positions, 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

Housing will be available in Roberts, Paula Crane Lunder House, Jane Powers House, Carol Swann-Daniels House, and Jacqueline Núñez House (residence halls formerly known as the Pond Houses)

## Spring Semester to Summer Transition - Storage of Personal Items

Please be aware that there is very limited storage in the trunk rooms on campus. Temporary storage options will be available for students that vacate campus between the end of final exams and the move-in date for summer housing. Students may request use of this temporary storage by contacting the Office of the Residential Experience.

## 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, 21 meals per week will be offered in Dana. During the early and late parts of the summer, however, the dining hall may offer more limited hours.



## **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. Except where given permission and authorization, entry to any non-summer employee-designated residence halls is prohibited unless entry is required as part of normal work responsibilities. All keys that are not returned upon the conclusion of an assignment will incur the costs of a lock change. Keys are not permitted to be returned by mail. 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.

## **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. **Violations of College policy may result in** loss of campus housing and/or 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**

Summer housing will officially end and individuals must vacate their summer housing assignment no later than 48 hours after their last date of employment, or by Saturday, August 3<sup>rd</sup> by **12:00 PM (noon)**, whichever is first. Students will follow the proper check-out procedure when vacating their residence. This includes leaving the room in an acceptable condition. Any items left in a room after a student has vacated that room will be discarded.

Students will not be able to move their belongings into their fall room at the end of their summer employment but will instead need to either store them in a trunk room or take them home.

More information about summer housing can be found [here](#) very soon: