

2025 Summer Job Regulations at Colby

Each summer, more than 250 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	Friday, May 9
Finals end	Monday, May, 19
Residence halls close for underclass students	Tuesday, May 20 at 12 PM (noon)
Commencement and senior move-out	Sunday, May 26
Spring employment that supports Commencement ends	Sunday, May 25
Summer housing move-in*	Monday, May 26
Summer employment begins	Tuesday, May 27
Summer employment ends	Friday, August 1
Summer housing move-out (summer employees leave campus)	Saturday, August 2 at noon
Class of 2029 arrival day	Thursday, August 28
Residence halls open for returning students 2025-2026	Monday, September 1

**This date is identified as the earliest possible date for summer student employees not on campus during the spring-to-summer transition period (May 20-May 26). Students on campus throughout the spring-to-summer transition period will receive communication about their specific move-in date.*

Schedule

Summer employment dates

Summer jobs start **Tuesday, May 27, 2025, and end by Friday, August 01, 2025**, unless there is a performance issue that is discussed with HR. Please note that summer employment can begin after Commencement. There are also three mandatory vacation days (unpaid) on Monday, May 26 (Memorial Day), Thursday, June 19 (Juneteenth), and Friday, 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 Saturday, August 03, 2025. 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. Most positions pay **\$14.65/hour** in accordance with Maine's 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. Please visit [this guide](#) for time submissions. 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 the relevant payroll pay period dates.

Pay Period (biweekly)	Pay Date
5/18/2025 – 5/31/2025	6/05/2025
6/01/2025 – 6/14/2025	6/18/2025
6/15/2025 – 6/28/2025	7/03/2025
6/29/2025 – 7/12/2025	7/17/2025
7/13/2025 – 7/26/2025	7/31/2025
7/27/2025 – 8/09/2025	8/14/2025
8/10/2025 – 8/23/2025	8/28/2025

ATTENTION Colby Students:

Important Notice on Entering Time Worked (For Paychecks)

In order 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; **it is very important that you ensure you are entering 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

> 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 \$150 per week (\$300 per pay period deducted from students' biweekly paycheck) and includes three 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 center 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 8:30 am to 5:00 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. Colby offers [Wellfleet health insurance coverage](#) to all students, in which you can enroll over the summer (or waive, if you have other comparable coverage).

Counseling Services

Counseling Services is closed from late May until late August and does not provide regular services during the summer. The Director of Counseling Services is available by email (counseling@colby.edu) for questions, non-emergent consultations, and assistance with referrals to local providers. For urgent mental health concerns, Colby's 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 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, lower level of the bookstore (Cotter Union) for the summer. Outgoing mail will continue to be handled by the Mail Service Center. 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.