

LABOR ENROLLMENT AGREEMENT

The Labor Program, a comprehensive Work-Learning-Service program, is an integral and stated part of Berea College's educational philosophy and program. Upon entering Berea College, all students sign a Labor Enrollment Agreement outlining the basic commitments of the student and the College concerning the student's required participation in the Labor Program. This agreement is completed one time and remains in effect for the entire period of enrollment.

THE STUDENT, IN ACCEPTING ADMISSION TO THE COLLEGE, AGREES TO:

- A. Participate in the Labor Program as defined in the online handbook Tools: A Guide to the Berea College Labor Program and other policy statements <http://www.berea.edu/laborprogramoffice/tools/default.asp>.
- B. Fulfill a first-year labor assignment as assigned by the College and, in subsequent years, to secure or accept a student labor position from among those available.
- C. Work no less than ten (10) hours a week throughout the term and adhere to the work schedule required by the position and arranged with the supervisor.
- D. Complete a Status Form (labor position participation agreement) for each position held, or for any change in position, as a supplement to the Labor Enrollment Agreement and as approved by the Labor Program and Student Payment Office.
- E. Work all hours as defined by the status form(s) including adhering to the work schedule required by the position(s).
- F. Secure approval for continuously working more than fifteen (15) hours per week, as specified in the labor overload approval process.
- G. Secure approval for absences from work and arrange to make up hours in advance of the absence, if possible, and to immediately notify the supervisor of any unexpected absence.
- H. Strive to meet duties, responsibilities, and standards required by the labor position as defined by the supervisor.
- I. Complete Labor Experience Evaluation(s) for academic year and summer positions.

THE COLLEGE AGREES TO:

- A. Provide each registered student with opportunities for work-learning-service experiences fostering the goals of the Labor Program. *Note: Summer practicum positions are dependent on department budgets and need.*
- B. Provide each registered student the opportunity to earn a work scholarship by working in the labor program. A portion of the scholarship, the Labor Grant, is applied directly to the full tuition scholarship. The remainder, a smaller portion, consists of direct payments based on hours worked.
- C. Offer opportunities for advancement in skill and responsibility as defined by Work-Learning-Service levels.
- D. Provide a Labor Transcript documenting the student's participation, experience and performance in the program and to maintain labor records in accordance with general College policies and relevant legislation.
- E. Conduct, using the "Student Labor Evaluation", individual student work evaluations and to record final performance scores on the Labor Transcript.
- F. Provide opportunity for students to evaluate their labor experience(s) by completing the "Labor Experience Evaluation".
- G. Conduct assessment at the supervisor, department, and program level to improve the educational and institutional value of the program.
- H. Provide a labor grievance procedure whereby complaints can be resolved.

STUDENT STATEMENT

By signing, I agree to perform my labor assignments to the best of my ability. I understand and agree to the conditions set forth in this agreement. In addition, I am aware that failure to meet the requirements and conditions of this agreement can result in disciplinary action up to and including suspension. Also, I understand that this agreement is effective for the length of my enrollment and the signed document will be placed in my student file. A copy of the agreement can be requested / obtained through the Labor Program Office.

_____ Student Signature _____ Date

_____ Student Printed Name