Supervisor Checklist

☑ *Participate in an official orientation to the Labor Program conducted by the Labor Program Office.*

☑ *Complete the supervisor correction form and/or communicate any supervisor changes to the Student Payments office early in the term.*

☑ *Begin your evaluations early each term allowing time to meet with individual students before they leave campus.*

☑ *Provide ongoing feedback about job performance throughout the term.*

☑ *Support and reinforce the learning objectives for the position.*

☑ *Oversee and approve student work times in the TRACY timekeeping system.*

☑ *If you hire a student, make sure your name is on the status form as the official supervisor and not the payroll coordinator.*

☑ *Strive to be the same type of educator in the workplace that you want to be in the classroom.*

You can teach a student a lesson for a day; but if you can teach him to learn by creating curiosity, he will continue the learning process as long as he lives. ~Clay P. Bedford

Training & Resources

TRACY
the ultimate choice in time

Contact us for any training needs or questions that you may have in your area for managing both the TRACY time keeping system and the Labor Evaluations managed by SmartEvals. Evaluating and overseeing time information on workers is an essential part of the supervisory process.

SmartEvals.com
Labor Evaluation System

WEB RESOURCES

You will find a variety of resources here for both students and supervisors. Some Items include:

♦ Information about the program
♦ All Labor Forms for download and printing
♦ All Payroll Forms and pay scales.
♦ Evaluation forms and login link
♦ Supervisor specific resources
♦ Student specific resources
♦ A list of all labor departments and their posted job descriptions
♦ Job description templates and instructions
♦ Endowed Award information
♦ Labor Day information
♦ Training Videos (YouTube)
  ♦ The Labor Program Training & Education (6 videos)
  ♦ How to complete Labor & Student Payroll forms (3 videos)
  ♦ Tracy Training Series (9 videos)
  ♦ Tracy Report Series (6 videos)

Chances are, you'll find answers to your questions on our site. Preview it today at: http://www.berea.edu/labor-program-office/

Our **"Lunch & Learn"** Series is designed to cover a wide range of training topics that benefit supervisions and departments across campus. Our most recent topics have included Teamwork, Accountability, Communication, Learning and Initiative . Lunch is generally served at 11:30 am with the training session from 12:00 noon - 1:00 pm on the last Thursday of the Month. Sessions are held in The Commons in Woods-Penn. Watch for campus announcements and registration instructions.

Labor Supervisor Informational Brochure

Labor Program Fast Facts

- Labor has been a part of the institution since 1859 becoming a separate program in 1910.
- All degree seeking students (part-time/full-time) are required to work a minimum of 10 hours per week for approximately 160 hours per term.
- Students work off approximately 25% of their tuition and receive small cash payments based on pay rate and hours worked – total average compensation received is $24 an hour.
- Compensation received is considered scholarship and taxes are not withheld.
- Students are paid monthly during the academic year and bi-weekly during the summer.
- All students are required to have a primary position which requires the completion of a Labor Status Form.
- Continuing students can only request a primary position release within the first 8 days of an academic term. It is up to the primary Labor Supervisor to sanction the release. Afterwards, the Labor Program must give authorization.
- First year students cannot be released without authorization from the Labor Program.
- Students can be placed on labor probation and suspended for not meeting the minimum hour requirement or for receiving an unsatisfactory performance score (59 or below) on the Student Labor Evaluation.

The Supervisor Role

- A labor supervisor is defined as the direct supervisor and practical instructor who is capable of evaluating the student worker's performance.
- A labor supervisor is responsible for verification of all student labor hours worked in UltraTime (TRACY). The department payroll coordinator can assist with this work.
- The labor supervisor name must be submitted on the Labor Status Form and not the payroll coordinator.
- A labor supervisor is responsible for 1)completing fall and spring term performance evaluations for all students under his/her purview via the web-based Student Labor Evaluation and 2) assisting the labor department in completing the annual department assessment survey.
- The final Student Labor Evaluation performance score is included on the Labor Transcript.
- If a labor supervisor fails to complete an evaluation for a student, the student is automatically recorded as "no evaluation available" in the system.
- A labor supervisor is responsible for holding student(s) accountable for their work behavior. If a student fails to meet expectations, the Labor Supervisor starts the process for completing the Student Disciplinary Action Form. Continued failure to meet expectations can lead to placing the student on an accountability agreement. Students are not released without going through this formalized process.

Education & Assessment

- Berea is **1** of only **2** colleges in the nation that has designated its Labor Program as educational. In fact, the student learning outcomes of the Labor Program are reviewed by the College's accreditor (SACSCOC).
- The Labor Transcript is a permanent part of the student's educational and work record including relevant job information as well as the final evaluation score. The Registrar office manages all transcript records from Fall 2010 to present. Earlier records are managed in the Labor Program Office. **100%** of Berea College students graduate with both an academic and labor transcript which validates a valued liberal arts education as well as a solid work history while attending Berea
- All students are required during the spring term to reflect upon their labor experience by completing the web-based Labor Experience Evaluation. Labor Supervisors shall give students time during their work hours to complete the evaluation.
- Utilizing both the quantitative and qualitative data obtained through the Student Labor Evaluation and the Labor Experience Evaluation, program assessment occurs annually at the supervisor, department, divisional and institutional level.
- Program evaluation and assessment goals help improve work performance and the overall effectiveness of the labor program in supporting student's academic, career, and personal goals.