The College expects summer student employees to accomplish their tasks and duties competently and responsibly. Further, summer student employees are expected to conduct themselves in a professional and acceptable manner at all times while residing and working on campus. Regardless of whether they are living on or off campus, all summer student employees are expected to adhere to all Middlebury College Handbook policies that govern student behavior during the academic year as well as to the policies in the Summer Student Employee Handbook.

Given that summer student employees are employees of the College as well as students, problematic behavior may be addressed as an employment matter and/or as a student disciplinary matter as appropriate to the situation. The College may also impose disciplinary action to address employment-related concerns, which may include a verbal warning, a written warning, and/or termination from employment. Every action need not be taken in each case and the College reserves the right to terminate the at-will employment of any employee at any time, with or without cause or notice. If employment is terminated, housing and on campus privileges will be terminated as well.

Disciplinary actions to address policy violations outside of the context of the summer student employee’s employment may include the loss of campus housing and campus privileges, as well as any processes and outcomes designated in the Middlebury College Handbook.

**EMPLOYMENT**

**Agreements**

A Summer Student Employment and Housing Agreement must be completed for each undergraduate student working on campus during the summer. Completed agreements should be returned to the Student Employment Office (SEO) as soon as possible. Housing may not be assigned if agreements are submitted after the deadline stated on the agreement. Students are responsible for ensuring their agreement is submitted on time. If abroad, supervisors/faculty mentors may submit an agreement on behalf of the student. If non-Middlebury College students are employed by the college for research and are approved for on campus housing, the hiring supervisor should submit an agreement on their behalf. On campus housing is limited during the summer and is not guaranteed.

All summer jobs must conclude by Language School Commencement. If student assistance is needed any time between the end of Language School and the beginning of the fall term, an extension/early arrival form must be submitted for review. These forms are available on the SEO website. They should be submitted by the supervisor and are due by the second Friday in March.

**W-4 and I-9 Forms**

If students have not already completed W-4 tax withholding and I-9 Employment Eligibility forms with the SEO, they are required by federal law to do so prior to beginning their employment. Supervisors should ask to see their employee’s Employment Card (“blue card”) which confirms that they have completed the forms and are eligible to work on campus.

**Time Entry**

The same process for web time entry/approval is followed in the summer as during the academic year (with the exception of summer research assistants). Students must submit time in BannerWeb by the Monday following every pay period, and the supervisor must approve time before Tuesday at noon. Please see the pay calendar on the SEO web site: [http://www.middlebury.edu/offices/business/seo/paid/payroll](http://www.middlebury.edu/offices/business/seo/paid/payroll). Temporary pay cards may be used for a one-time pay. Otherwise a BannerWeb position is needed (please confirm with SEO if temporary pay cards are acceptable). Students using temporary pay cards still need to complete I-9 and W-4 forms.
Summer research assistants are paid a stipend each pay period. They will not enter time on BannerWeb or use temporary pay cards. The stipend is set up according to the employment agreement and payment is automatic.

**Wages**

Pay rates set during the academic year are used for summer positions, or a separate job description can be used if summer and academic year job responsibilities differ. For questions regarding pay rates, please contact the SEO.

**Paychecks**

Paychecks are issued every other Friday and delivered to the student’s mail box. Please see the pay calendar on the SEO web site. To have your pay directly deposited into a U.S. bank account (called “direct deposit”), contact the Student Employment Office.

**Hours of Employment**

To be eligible for on campus housing, summer student employees must work at least 30 hours per week. If an undergraduate U.S. citizen or permanent resident student employee works more than 40 hours in one week, s/he will be paid at time-and-a-half for each hour worked over 40. Students working at more than one job should pay particular attention to this so that they are paid the proper amount for overtime hours. Non U.S. Citizens on F1 visas are limited to 40 hours per week for the summer.

**Pay Withholdings**

During the summer, student employees are subject to social security and Medicare deductions along with state and federal tax. These amounts will be deducted from your bi-weekly pay.

**HOUSING**

On campus summer housing is a privilege. As noted above, all College policies, including but not limited to those related to community standards, conduct, respect, and residence hall regulations, are fully enforceable during the summer employment period (see Student Life Policies: [http://www.middlebury.edu/about/handbook/student_policies](http://www.middlebury.edu/about/handbook/student_policies)). Failure to adhere to them may result in termination of a student’s housing, among other things. Students working off-campus are not eligible for on campus housing or the summer meal plan.

**Room Assignment**

Rooms are assigned based upon completion and submission of the Summer Student Employment and Housing Agreement, dates of employment, and dates of availability of housing involved. Questions regarding housing assignments should be directed to the Summer Student Residential Life Intern. Most summer rooms are doubles and students opting to live on campus should anticipate having a roommate for all or part of their stay. Due to limited housing availability room changes are only granted in extreme circumstances.

**Dorm Access**

Students may move into their summer housing one day prior to the first day of work. They are required to move out of their room by noon of the day following their last day of work. Room keys must be turned in to Public Safety by 4:00 pm on the move-out date. Employment dates must be listed on the signed agreement. Official housing dates will be provided by SEO/residential life staff or through BannerWeb. Students will be fined up to $400 per day if they obtain access to the dorm prior to the official move in date or remain in housing after noon of the move-out date. Any attempt to gain access to College property without permission or prior to the approved arrival time will jeopardize summer employment and housing privileges and may result in disciplinary procedures.

Summer student employees will find that their building access is more restricted in the summer than during the academic year. Summer student employees may not access any spaces where entry is not supported by their own access card or where they are not the guest of someone with appropriate access to those spaces. Failure to adhere to this policy may result in termination of employment, disciplinary action and/or revocation of the student’s housing and campus privileges.
Students living off campus and working on campus may not return to campus housing until the Saturday prior to start of the fall term classes.

**Fines and Damages**

Rooms must be left in move-in condition or fines may be incurred. All belongings must be removed from the dorm room or they may be discarded. Damages to common areas or adjacent hallways will be billed to the residents of the entire dormitory unless the individual(s) responsible can be identified. Charges for dorm damages may be appealed to the Dorm Damage Appeals Committee.

**Housing in a Language School Dormitory**

Student employees who wish to live in a Language School dormitory must obtain written permission from the director of that Language School. If request is granted, the Language School Office is responsible for entering the housing information and notifying SEO of the housing arrangements.

**Room and Meal Plan Costs for Summer Student Employees living on campus**

On campus housing is $50 per week and covers housing and activities fees. You will be assigned a room based on availability. The summer meal plan is $50 per week from June 10 through August 17. All student employees housed on campus will also be billed for the meal plan. The plan includes breakfast, lunch and dinner Monday through Friday and brunch and dinner on the weekend. All meals will be served in Proctor Redfield. Students living on campus when a meal plan is not offered (before reunion and after Language School commencement) are expected to supply their own meals.

Your student account will be assessed for contracted room and board by the end of May. Payment will be due in full by August 15th. Expectation is that you will make payments bi-weekly with student employment earnings through BannerWeb or the Cashier’s Office in the Service Building. Please note that your spring student account balance must be resolved unless prior arrangements have been made with the Student Financial Services Office. If you prefer to pre-pay for your room and board, you can do so with a check (or cash) for the total amount for the summer.

**Alcohol and Other Drugs**

The Alcohol and Other Drug policy outlined in the student handbook is in force throughout the summer. The policy can be viewed online at [http://www.middlebury.edu/about/handbook/student_policies/alcohol_drugs_policy](http://www.middlebury.edu/about/handbook/student_policies/alcohol_drugs_policy).

**Parties**

Parties (registered or unregistered) are not allowed during the summer. Violations of this policy will be addressed by the Summer Residential Life Intern and the office of the Dean may result in termination of employment, housing, and other disciplinary action.

**Noise Levels**

Middlebury College seeks to promote the quiet, comfort, and health of the College community and residents of the town of Middlebury. Students should neither cause nor condone excessive amounts of noise, but should strive to be considerate and respectful of others. Given the unique nature and intensity of the Language School sessions and the fact that windows remain open throughout the summer, there is greater sensitivity to acceptable noise levels throughout the campus. What may be considered an acceptable level of noise during the academic year may not be considered acceptable during the summer. Students may not play stereos, etc., at loud levels, especially during late evening hours. At no time are speakers allowed in windows or out-of-doors.

Furthermore, the Town of Middlebury has passed a noise ordinance that prohibits excessive noise on Sundays-Thursdays after 10 pm, and on Fridays and Saturdays after 1:00 am. The town police will investigate noise levels deemed unacceptable and action will be taken accordingly. If requests to reduce the volume of noise are ignored, fines (of up to $1,000) may be imposed.
Pest Control
Summer is prime time for ants in Vermont. Ant cups and insect sprays are available through dormitory custodians. Students must take responsibility for their individual rooms. Since some residents may be allergic to the chemicals used in pest control products, use in common areas should occur only upon the approval of the residents. Of course, the best protection is to dispose of food or crumbs as soon as possible. Please contact the Summer Student Residential Intern if bed bugs are suspected.

Pets
All pets (e.g., fish, dogs, cats, snakes, birds, small caged animals) are prohibited in the residence halls. Upon discovery of pets, action will be taken accordingly (fines and removal).

Repair Requests
Repair requests are to be channeled through the Summer Residential Intern. In case of an emergency (e.g., a toilet is overflowing), please call the Facilities Services expediter at x5472 between 8:00 am and 4:00 pm or call Public Safety at x5911 outside of normal working hours.

Security Issues
It is critical that rooms are kept locked at all times. This is especially true during the day throughout the summer months as there are very few students, if any, in the dormitory during daytime hours. Notify Public Safety immediately if you see someone who you believe should not be in the dormitory or if you have any suspicions or concerns about someone. Encourage residents to travel with another person during late evening hours; use good common sense; be aware of your surroundings; and do not take unnecessary risks. If you see something, say something.

Bicycles
Bicycles may be kept in the bicycle racks, in the bicycle storage area (if available) or in students’ rooms. They should be secured at all times. Bicycles may not be left in hallways or lounges as their presence may result in a fire safety hazard. Be careful about chaining them to anything other than bike racks outside, as they will be removed if chained to trees, poles, etc.

Furniture
Please remember that furniture cannot be removed from a room. Students will be billed for the replacement cost of any furniture that is removed. If lounge furniture or furniture from another building is found in a room, fines are assigned accordingly.

Guests
As during the academic year, guests may stay no longer than three days. The Summer Student Residential Intern must be notified where the guest is staying. Guests are expected to comply with all college policies. Summer student employees are responsible for the behavior of their guests. The College reserves the right to remove any guest whose behavior is not appropriate, and to rescind the privilege of hosting guests as appropriate.

Reduced Services
While summer employees are not eligible for ongoing services through the Parton Health and Counseling Center during the summer months, the staff would be glad to meet initially with students and provide referrals to local services as needed. The Health Center has limited hours during the summer; please contact them at ext. 5135 for their hours of operation.

During the summer the Heating Plant may need to be shut down for certain periods of time, however, these shut downs will be pre-planned and announced so that there should be no impact on the availability to provide hot water in the dorms. Students who are given permission to work either before or after the dates of the Language School sessions may need to accept extraordinary circumstances during those times (e.g., construction, no hot water in their dormitory, no Dining Service meals provided, possible room changes, etc.).
**DINING**

**Summer Meal Plan**
The cost of the summer meal plan is $50 per week from June 10 through August 17. It is mandatory for all student employees housed on campus during this time to purchase the meal plan. The plan includes breakfast, lunch and dinner Monday through Friday and brunch and dinner on the weekend. Students living on campus when a meal plan is not offered (before reunion and after Language School commencement) are expected to supply their own meals. The summer meal plan is not available for students living off campus and they may not eat in the dining halls.

Special accommodations are made each year for the English-speaking summer staff on the meal plan. For 2013, Proctor Redfield will be used for summer student employees. The intent is to provide a relaxed and pleasant environment for the student staff and minimize the concern regarding English being overheard by Language School students. Picnic tables will be available for dining outside. These tables will be clearly marked for English-speaking employees. Summer student employees are expected to maintain a conversational voice level.

**MISCELLANEOUS**

**Mail Boxes**
Whenever possible, spring term students who meet the April submission deadline for the summer employment and housing agreement will retain their same campus mail box throughout the summer. Requests after deadline cannot be guaranteed as the box number may already have been reassigned to a summer language schools student. If a box number does get reassigned to another incoming student, the student worker will be assigned a different, temporary summer box number.

**Parking**
Students needing parking permits may obtain them at Public Safety. There is no registration fee. If a student is living off campus and working on campus during the summer, it may be possible to park in the commuter parking areas. Student employees living on campus must park their vehicles in student lots only.

**Storage**
There is no storage available in residence halls during the summer. For information related to storing items in Fletcher Barn, please visit the Public Safety website or contact the office directly.

**Language Pledge®**
“Everyone working on the Middlebury campus in the summer is expected to respect the Language Pledge®. This includes academic year students who are employed by various Middlebury service departments (Library, ITS, Media Services, etc.) and summer research students. For the duration of the summer, these students play a key role in facilitating the academic program of approximately 1,250 people from all over the world who are here to immerse themselves in language and culture. All Language Schools students have pledged to speak, hear, read, and write only the language they are studying. Language School students (including Middlebury College undergraduate students who are attending) are not permitted to attend social events where English is spoken, nor are they allowed to use English except as required to obtain essential services outside their Schools. We rely on your discretion in using English (conversation, playing radios and stereos, etc.) also in places where you are likely to encounter Language School students—particularly in the dining hall, library, fitness center, pool, and other shared facilities. While we recognize that the responsibility for adhering to the Language Pledge® rests with Language Schools students themselves, you can help them by not initiating any interaction.”

*Michael Geisler – VP of Language Schools, Schools Abroad, Grad Programs; Professor of German*
<table>
<thead>
<tr>
<th>For issues/questions about...</th>
<th>Contact</th>
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<tbody>
<tr>
<td>Employment and Housing Agreement, room and meal charges, Time Sheets, job related issues, employment and housing extensions, early arrival due to on campus employment, etc.</td>
<td><strong>Student Employment Office (SEO)</strong> 802.443.5377 Service Building, 2nd Floor <a href="mailto:seo@middlebury.edu">seo@middlebury.edu</a></td>
</tr>
<tr>
<td>Housing Assignments, Roommate Conflict, guests, dorm related issues, summer events, etc.</td>
<td><strong>Summer Student Residential Intern</strong></td>
</tr>
<tr>
<td>Parking, Storage, Vehicle Registration, dorm keys, door access, etc.</td>
<td><strong>Public Safety</strong> Business line: 802.443.5133 Emergency: 802.443.5911 125 South Main Street <a href="mailto:publicsafety@middlebury.edu">publicsafety@middlebury.edu</a> Key Administration: <a href="mailto:keyadmin@middlebury.edu">keyadmin@middlebury.edu</a></td>
</tr>
</tbody>
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| Summer Residential Policy Violations | **Dean of Students**  
Associate Dean of Students  
Doug Adams  
802.443.3103  
dadams@middlebury.edu  
Residential Systems Coordinator  
Hall-Kolts, Karin A.  
802.443.3301  
khall@middlebury.edu |