

MINNEAPOLIS COLLEGE of ART and DESIGN

Graduate Student Employment Guidelines

This document includes Graduate Student Employment guidelines. For more information, reference the Employee Handbook located on the MCAD Human Resources intranet page.

OFFER OF STUDENT EMPLOYMENT

Graduate Assistants must receive an offer of employment before they can begin working. This offer will include the department, hours, rate of pay, eligibility for overtime, pay period and pay date information, and/or any benefits that they may be entitled to (such as Earned Sick and Safe Time). Nothing in the Offer of Employment constitutes a contract for employment. If a student is offered employment verbally, they must contact financial_aid@mcad.edu prior to working any hours.

ONBOARDING

Once the offer is accepted, all new employees must complete the onboarding process in Paylocity. Failure to complete and submit forms within the regulated time frame may result in termination or suspension of hours until forms are received.

Returning employees will need to acknowledge the Offer of Employment and may be asked to update additional employment forms. All employees have the option to change their tax withholdings at any time through Paylocity.

HOURS OF WORK

Graduate Assistants may work on average 12 hours per week throughout the contract to ensure the full award amount is earned. Employees may be entitled to rest and meal breaks depending on the scheduled shift, including up to a thirty (30) minute unpaid meal break for every eight (8) hours worked, and a fifteen (15) minute break for every four (4) hours worked.

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ATTENDANCE

Employees are expected to be reliable and punctual. Unexcused or excessive absences may jeopardize current or future employment.

TIMECARDS

Employees are responsible for properly recording and approving timecard hours in Paylocity. Any discrepancies must be immediately communicated to the immediate supervisors and payroll@mcad.edu.

Overtime is not allowed. College policy states that students are not allowed to work over 40 total hours per week at their combined MCAD positions. Students working multiple positions at MCAD are responsible for communicating with their supervisors to ensure compliance with this policy.

EARNED SICK AND SAFE TIME (ESST)

Non-benefit eligible employees accrue ESST at a rate of one (1) hour for every thirty (30) hours worked up to a maximum of forty-eight (48) hours annually. Employees can carry over unused ESST to the next calendar year up to a maximum accumulation of eighty (80) hours. ESST will not be paid out at separation.

Employees may use Sick Time and ESST for their own health and certain family members' illness, injury, or health conditions; or appointments for diagnosis, care, treatment, or preventive care. Family members include an employee's child (minor or adult), step child, adopted child, foster child, spouse, sibling, parent, step parent, parent-in-law, son or daughter-in-law, guardian, ward, registered domestic partner, grandchild, or grandparent. "Grandchild" includes a step grandchild, and a biological, adopted or foster grandchild. Victims of domestic abuse, sexual assault, and stalking may use Sick Time and ESST to receive medical treatment and other necessary services. Employees may use Sick Time and ESST to stay home with a family member during emergency closure of school or place of care, including closure due to inclement weather.

Employees must record their Sick Time and ESST in fifteen (15) minute increments.

MCAD may request documentation of an illness or absence that lasts longer than three (3) consecutive days.

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JOB PERFORMANCE

The quality of your work and the responsibilities you carry are important to your supervisor, your co-workers, and MCAD. If an employee's job performance is not satisfactory, their supervisor may discuss disciplinary action up to and including termination of employment with the department. If the employee feels the dismissal is unjustified, they can meet with the Financial Aid Office to discuss the situation within one week of termination.

Employment may be terminated during the year for the following reasons: an employee has earned the maximum amount allotted on the award letter; an employee's job performance is not satisfactory; or an employee decides to resign from their position.

If the employee chooses to resign, they must submit a written notification to their supervisor and Human Resources (two weeks notice is preferred). Email is an acceptable form of written notice.

EMPLOYEE CONFIDENTIALITY AGREEMENT

The Family Educational Rights and Privacy Act (FERPA) is a federal law, enacted in 1974, that guarantees the confidentiality of student records. Student employees should familiarize themselves with some of the basic provisions of FERPA to ensure that they do not violate this federal law (see MCAD's Student Handbook). FERPA violations may result in disciplinary action including, but not limited to, termination.

The student worker at MCAD supports administrative functions. The person in this position may have occasion to access individual student information from various sources. With respect to this student information and to any other proprietary MCAD information, the student has read, understands, and agrees to the following:

1. The student worker acknowledges the confidentiality of student information and MCAD proprietary information. The student must not, under any circumstances, release student information to anyone, unless it is required by the position. The student must refer any requests for information about a student to their supervisor to ensure that they do not violate FERPA.
2. The student worker will not attempt to alter, change, add or delete student record information or College documents, unless specific instruction to do so is provided to the student worker by the worker's supervisor.
3. The student worker will access only that information specified by the student worker's supervisor. The student worker may not exchange student information. Even a minor disclosure of information (e.g., telling another student of someone's class schedule) may be a FERPA violation and may result in disciplinary action. Any information obtained on the job regarding students must remain in the workplace.

By signing the Offer of Employment and this Handbook, the employee agrees to the terms and conditions.

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TITLE IX AND SEXUAL MISCONDUCT

The Sexual Harassment and Sexual Violence policies are outlined in the full MCAD Handbook. All students are held responsible for knowing these policies. The Student Handbook can be found on the [Student Affairs MCAD Intranet page](#). Information on Title IX can be found on the [Title IX MCAD Intranet page](#).

SATISFACTORY PROGRESS

Since Graduate Assistantship employment is a form of financial aid, Graduate Assistants are required to meet the satisfactory progress requirements as defined in the Student Handbook, which can be found on the [Student Affairs MCAD Intranet page](#).

PROBLEM SOLVING AND CONFLICT RESOLUTION

If employees have issues regarding work schedule, job expectations, etc., they should discuss them with their supervisor. If the issues are not resolved, employees should contact the Financial Aid Office for assistance.

ACCIDENTS AND INJURIES

Personal injury should be reported to the employee's supervisor immediately. Accident reports must be filed with Human Resources within 48 hours whether an employee is working on campus or off campus.

These policies are subject to change.

Updated 2/28/2024