**SUPPLEMENTAL INSTRUCTION TUTOR CONTRACT, Fall 2020**

**Campus Tutorial Services**

BY SIGNING BELOW, I UNDERSTAND AND AGREE TO THE FOLLOWING WORK CONDITIONS OUTLINED BOTH IN THIS CONTRACT AND IN THE UW-WHITEWATER STUDENT EMPLOYEE HANDBOOK:

SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINT NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For this job a tutor is paid $7.25 per hour (or current salary, if higher); the maximum number of hours worked per week is based on a work assignment designated by the director of the Tutorial Center, unless the tutor is covering for another employee or has been given special permission by the director of the Tutorial Center. In any event, a student worker CANNOT exceed 25 hours per week, and this includes all University of Wisconsin-Whitewater student work positions. It is the responsibility of the student worker to make sure weekly hours do not exceed 25, and exceeding 25 hours may result in disciplinary actions.

The director of the Tutorial Center has the final say regarding what does and does not constitute working hours, visits, and tutorials for purposes of record keeping and payroll. This contract is only for the Fall 2020 semester, and renewal for future semesters is not implied. In addition, the director of the Tutorial Center may alter shift hours or terminate this contract at any time during the semester.

For this job a tutor will be paid per hour for attending class, prep, and hosting S.I. sessions if the following conditions are met:

1. You attend and serve as a **paid note-taker** during the agreed-upon lectures for the class the S.I. session is linked to. This will be confirmed by completing the “Notes” sheet and securing the instructor’s signature at the bottom. Note that if circumstances are such that you can only attend a portion of the class (i.e., arriving late and/or leaving early), then that is the time you record. For example, if the class runs 2-3:15 p.m., but you are only present in the classroom taking notes from 2:30-3:15 p.m., then that is the time you claim. In addition, the quality of these notes matters in determining whether or not you will be paid; the idea is that you will take a comprehensive set of notes on the lecture as a whole. These are to be turned in the day of the class before the Office closes. Understand that sometimes In-Class Notes sheets submitted to the Office can become misplaced; in any case, if In-Class Notes sheets are missing, then the time cannot be claimed on one’s timesheets. To ensure that does not happen, it would be best if you scanned your In-Class Notes sheets yourself and submitted them electronically via email to the Office. Every Friday these notes will be scanned by the office and emailed to you and those students who attended your SI sessions.
	1. *In-class note taking can be complemented (or substituted) by serving as an* ***In-Class Tutor*** *for some or all of the class session. If you tutor for the entire class session, then the class Tutor Sign-In Sheet serves as proof of your attendance; however, if you only serve as an In-Class Tutor for part of the class period, you are still required to submit notes along with your In-Class Tutor sheet.* ***In-Class Tutor sheets must be turned in to Office on the day it occurred before the office closes (NOTE on Fridays only the deadline is 3 p.m.); they will enter it into the Tutorlog.***
	2. *In those situations when you work as a note-taker for part of a class (for example,11-11:30, the first half) and an in-class tutor for the other part (for example, 11:30-12, the last half of the class), make sure your paperwork and paper timesheet show the correct times.*
	3. *In those situations when you alternate back and forth between note-taker and in-class tutor (for example, 11-11:05 note-taker, 11:05-11:10 in-class tutor, 11:10-11:20 note-taker, and so on), merely keep track of the total time you spend in each activity, and then divide the time on your paperwork and paper timesheet accordingly. For example, if in a class that runs from 11-11:50 a.m. you alternate back and forth between taking notes and in-class tutoring, and in total you spend roughly 20 minutes taking notes and 30 minutes tutoring, then on your paperwork record 11-11:20 a.m. as a note-taker and 11:20-11:50 as an in-class tutor.*

In-class tutoring means that for all or part of the class session you function as a subject area tutor, providing learning support to students (one-on-one, small groups, or large groups) under the guidance and direction of the assigned class instructor. The following stipulations apply, per the directive of the Provost’s Office:

* + If an instructor has special need of you as an assistant proctor for quiz/exam days (for example, if the class size is large), please ask the instructor to email that request to the director of Campus Tutorial Services and the chair of the corresponding department and it will be taken under consideration.
	+ FERPA rules and restrictions makes it clear that an instructor should only be sharing student grades with you if there is a legitimate education rationale for doing so, and in no situation should you ever share one student’s grade with another student. Along similar lines, you should not be acting as an official grader for student’s work unless express written permission is granted by the Dean of the College the instructor works under, and in that situation, the director of Campus Tutorial Services needs to be provided with documentation of that written permission.
	+ Under no circumstances can you provide collegiate coverage for an absent instructor. If an instructor is absent and another faculty/academic staff member is not available to cover, then you can host a special tutorial session in the Chrisman Success Center (not the actual classroom) during the scheduled class time, but it must be made clear to students that you are a tutor and that it is a special tutorial session.

It is essential you attend all your assigned lectures that were agreed-upon at the start of the semester. Instructors and students are counting on you to either be an In-Class Tutor or In-Class Note Taker, and for that reason, your attendance can neither be optional nor can it be sporadic. If you have a legitimate reason for not being able to attend a class, you need to email the instructor, the office staff, and the director of Campus Tutorial Services before the actual class. You also should make every effort to find a replacement. Excessive absenteeism may result in termination of the S.I. position.

SPECIAL NOTE—while I don’t mind if you quickly check an email or text on your cell phone during this time, if an instructor reports to me you were spending excessive time on your phone, your S.I. assignment will be terminated. If an instructor reports to me that you were playing games on your phone, your position with Campus Tutorial Services will be terminated. The same goes for a laptop. While you can use it to take your in-class notes and/or reference classroom-related materials (like an instructor’s D2L posted PowerPoints), you cannot use it for non-work related activities (like surfing the internet, checking Facebook, etc.). Doing so will result in termination.

1. You engage in meaningful, tangible prep work for the sessions, including the creation of student activities (artifacts) and weekly Lesson Plans outlining the next week’s sessions.
	1. Per page 10 of the Student Employee Handbook, “Telecommuting is not applicable to student employees,” so unfortunately no Lesson Plan or Artifacts can be claimed for work time if done outside of the Center. The Lesson Plan (and Readings Abstracted/Prep section) is to be completed IN THE CENTER during the hours of operation and by the deadline of 3 p.m. on Friday of the week proceeding the date of the actual S.I. session and then emailed to the Tutorial Center director, the class instructor, and the Office; failure to do so will result in forfeit of prep pay for said plan and readings. When you arrive at the Center to draft your Lesson Plan, you will sign in at the front desk and retrieve paperwork where you will indicate the day and time the prep was done, and this will be turned in to the Office when you sign out and the Office staff has verified your email was received. **Note that this cannot exceed 1 hour per week without special written permission of the director of Campus Tutorial Services or the graduate assistant.** Lesson plans that are incomplete, lacking in detail, or are replications of work submitted previously may result in reduction of prep hours paid out, at the discretion of the director of Campus Tutorial Services. Lesson plans are an essential part of the communication process among the tutor, the class instructor, the director of Campus Tutorial Services, and Office staff; therefore, they are **mandatory**. Failure to deliver a lesson plan may result in termination of S.I. position.
	2. Just like the Lesson Plan, artifacts must be created in the Center to be claimed, but they are not mandatory. Artifacts (i.e., activities/worksheets/mock quizzes/etc. created by the tutor for the students attending the S.I. session) can be created per the directions outlined in 2-a and submitted with the Lesson Plans, or they can be submitted on the day of your last S.I. session of the week before the Office closes. These are to be emailed to the Tutorial Center director, the class instructor, and the Office. If you have only a hard copy of your artifact, that needs to be turned in to the Office along with a Hard Copy Artifact cover sheet properly completed; the office staff will then scan and email the artifact accordingly. Failure to do either will result in forfeit of pay for said artifact creation. Understand that sometimes hard copies of artifacts submitted to the office can become misplaced; in any case, missing hard copies of artifacts cannot be claimed on timesheets. To ensure that does not happen, it would be best if you scanned the hard copy of the artifact yourself and submitted it electronically via email to the Office. **Note that artifact creation cannot exceed 1.5 hours per week without special written permission of the director of Campus Tutorial Services or the graduate assistant.** Artifacts that are incomplete, lacking in detail, or are replications of work submitted previously may result in reduction of hours paid out, at the discretion of the director of Campus Tutorial Services.
	3. **If you believe your total Lesson Plan and Artifact creation work may exceed 2.5 hours in a given week, before beginning said work, it would be best to contact the director of Campus Tutorial Services beforehand to obtain permission to exceed the 2.5 hour limit.**
2. *OPTIONAL*—Weekly “Prep & Review” meetings with your fellow tutors may be required by the director of Campus Tutorial Services; the process for being compensated for this would be communicated before the actual meeting by the director of Campus Tutorial Services.
3. You communicate, either via email, telephone, or face-to-face, with the instructor information regarding your Lesson Plans or sessions upon instructor’s request. This is something you can be compensated for provided the Tutor-Professor Meeting Verification form is submitted on the day of the meeting before the Tutorial Center office closes.
4. You hold one or two, hour-long sessions per week (as established by the director of Campus Tutorial Services) and submit reflective, post-session write-ups.
	1. These post-session write ups will be emailed to the instructor, so detail is required; if your write up lacks sufficient detail, you will be required to revise it, but you will not be able to claim pay for the time it takes you to revise.
	2. You sign in at the Tutorial Center office before the start of your S.I. session and sign out at the end.
		1. Pay cannot be claimed for S.I. times preceding arriving late and/or S.I. times following leaving early. Your timesheet must always be an accurate reflection of actual work times.
		2. If you fail to sign in or out, you will receive one warning per semester; following that, failure to sign in or out will result in forfeit of pay for said S.I. session and the work will be recorded as volunteer.
	3. **If you cancel or fail to show up for your S.I. session for the week, you cannot then claim time on your timesheet for Lesson Plan or Artifact creation for that week. However, if you get another tutor to cover for you AND you provide that substitute tutor your Lesson Plan and Artifact, then you can still claim time on your timesheet for Lesson Plan and Artifact creation.**
	4. If no one shows for your S.I. session five minutes after the start time, you can leave, but you must turn in your S.I. sign-in sheet with the “No One Showed” box checked and sign out at the office front desk. On your timesheet, you can claim the five minutes as S.I. N.S. (for no show).
5. You have a number of client visits for the week across all your S.I. sessions equal to or greater than your total work hours claimed (i.e., your combined hours for attending class, doing prep work, and hosting the two sessions). If the same student attends two different sessions in a week, that counts as two visits. If two weeks pass without any students attending your sessions, or you failing to show up for your session without securing a substitute, or if the number of students attending is lower than your total hours worked, your hours claimed may be reduced on your timesheet and/or the S.I. contract may be terminated. At that point, you would switch to a Subject Area Tutoring contract for the remainder of the semester.

MISSING AN S.I. SESSION/SECURING COVERAGE

If you must miss a session, it is your responsibility to either find a replacement tutor or notify both the Tutorial Center office staff (by phone at 472-1230) and the director of the Tutorial Center (by e-mail) of the cancellation. **Failure to find a replacement and/or notify said parties may result in termination of S.I. position.**

PAPERWORK & TUTORLOG REQUIREMENTS

1. All paper (i.e., paper sheets) and electronic (i.e., Tutorlog) documentation must be properly completed and filed at the end of each session. Failure to do so may result in a forfeit of pay for said session, at the discretion of the director of the Tutorial Center.
2. All paper and electronic documentation must be done correctly and completely before submitting to office staff. If errors are found, you will be required to make the corrections, but you will not be able to claim this as work time. Failure to make these corrections promptly may result in delay of pay.
3. **Entering the session data into the Tutorlog must be done by you, with the exception of In-Class Tutoring sheets, which will still be done by the office staff**.

If any of these conditions are not satisfied, the pay will be docked according to the discretion of the director of the Tutorial Center, who has the final say regarding what does and does not constitute working hours, visits, tutorials and prep for purposes of record keeping and payroll.

EMPLOYEE CONFIDENTIALITY STATEMENT

As an employee of Campus Tutorial Services, you may have access to confidential information such as grades, student records, test results, student progress in class, and similar data. You may receive verbal or written communication from the director of Campus Tutorial Services, an instructor, or other students concerning course grades which should be kept confidential. Understand that employment with Campus Tutorial Services means you must responsibly preserve the confidentiality of this privileged information and that failure to adhere to these guidelines may result in the termination of employment.

TIMESHEET DEADLINE REQUIREMENT

All timesheets, both paper (in office) and electronic (in My UW-System), will be processed **daily**. It is your responsibility to make sure that before the Center closes both are updated and accurate for the day’s work. Failure to have your timesheets updated daily before the Center closes could result in all work for that day being classified as volunteer (i.e., without pay).

1. *Exception--*If you tutor or perform lesson plan/artifact work when the Center is closed or when you work in the Satellite locations in Anderson or a residence hall, a member of the Office staff will enter just those work hours onto your paper timesheet for you first thing the next morning and verify it has done so by responding to your emailed submission of the satellite paperwork or lesson plan/artifact sheets for the night previous. You will still be responsible for entering your hours onto your electronic timesheet immediately following your tutoring or prep session.

CANCELLATION OR TERMINATION OF EMPLOYMENT:

The following are reasons why a student employment position may be terminated, as outlined on pages 10-11 of the ***University of Wisconsin-Whitewater Student Employment Handbook***:

* The job ends, either permanently or due to the end of the school year or summer session.
* There is no longer the budget to support the position.
* The student employee is no longer enrolled at the university.
* Unsatisfactory performance. The following are examples of unsatisfactory performance and do not constitute a full list of behavior that may result in termination:
	+ Falsifying time records.
	+ Stealing resources.
	+ Poor work performance.
	+ Consistently not following directions.
	+ Insubordination.
	+ Working at home without supervisor approval.
	+ No call, no show.
	+ Working while under the influence of alcohol or illegal drugs.
	+ Any other misconduct deemed inappropriate by the supervisor.

Please note that UW-Whitewater is an at-will employer and at any time the student employee may be terminated. Unless the behavior is so egregious that immediate termination is the result, termination for unsatisfactory performance should not come as a surprise to the student. Supervisors should have a conversation with student employee making clear the behavioral expectations, thereby giving the student employee the opportunity to improve his/her performance in the role. The decision of the supervisor is final, there is no appeal process for the student employee who is terminated.

Engaging in one of more of the forms of prohibited conduct by a student employee may result in disciplinary action ranging from a verbal or written reprimand to immediate termination from their role. Additionally, based upon the conduct, the student may also be subjected to University Non-Academic Disciplinary action and/or criminal charges, depending on the form of misconduct and/or number of infractions. This could include paying back monies paid for work not performed.