**WRITING CENTER 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 shift 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.

To earn the pay, the following conditions have to be satisfied:

1. You are fully aware of all the policies and procedures of Campus Tutorial Services.
	1. This includes, but is not limited to, a complete review and understanding of your Writing Center contract. An assessment may be administered at any time testing your knowledge of contracts, policies and procedures, and failure to demonstrate proper understanding may result in suspension or termination of position.
2. You sign in at the Tutorial Center office before the start of your shift and sign out at the end, and you are present and approachable in the Writing Center during your shift.
	1. Pay cannot be claimed for shift times preceding arriving late and/or shift 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 shift and the work will be recorded as volunteer.
	3. If you arrive late or leave early without securing a replacement, you will receive one warning per semester; following that, a second and subsequent violations may result in the following unless proof of a legitimate emergency is provided (i.e., a doctor’s note specifically excusing you from work duties).
		1. Required volunteer hours equivalent to work missed
		2. Reduction/Termination of shift
		3. Termination of position
	4. If you must miss a shift, or part of a shift, it is your responsibility to find a replacement via the on-call list and notify both the Tutorial Center office staff (by phone at 472-1230) and the director of the Tutorial Center and the graduate assistant (by e-mail). In short, as long as you find someone to cover for you, it’s fine with me if you need to miss. However, if you fail to secure a replacement, you will receive one warning per semester; following that, a second violation may result in consequences outlines in 2-c-i-ii-iii noted above.
		1. Understand it is not the director’s job to find a replacement for you, so don’t contact the director asking said director to find someone for you, nor is it the responsibility of another worker to find someone to cover for you.
		2. All replacement requests should be sent through the University email account and C/C the director; the same is true for replies. If you wish to compliment that with phone calls and/or texts, that’s fine.
			1. SPECIAL NOTE—please respond to all requests for shift coverage, even if it is to say, “No, I can’t cover for you.” I’m not asking for you to provide a reason, just to respond.
		3. If you agree to cover a shift for a co-worker and then need to back out, it is then your responsibility to find a replacement.
	5. Your work hours during Finals Week will remain the same as your work hours during the semester. If you have an exam scheduled for a time you are scheduled to work, it is your responsibility to find a replacement.
3. You directly tutor clients.
	1. Completing required paperwork and entering data into the Tutorlog WINS application in a thorough, clear and professional manner counts as direct tutoring.
4. You monitor clients while they work on homework and provide tutoring when requested.
	1. Monitoring means being friendly and approachable for questions, moving around and checking on clients, reminding clients that you are there to help, etc.
	2. Completing required paperwork and entering data into the web application in a through, clear, and professional manner is necessary even for monitored clients who worked independently.
	3. In addition to 4-a and 4-b, acceptable, job-related activities to engage in while monitoring are communicating with English instructors (e-mail or D2L), studying materials that relates to the subjects tutored in the Center (i.e., grammar, style), creating handouts/worksheets for clients, engaging in peer tutor training, reading and abstracting articles on the pedagogy of tutoring, performing prep for S.I. assignments, or performing duties assigned by office staff or the director of Campus Tutorial Services.
		1. Note that there must be tangible evidence of these activities attached to your Dead Time Sheet (for example, printouts of e-mails sent to English instructors, activities/handouts you created, written summaries of concepts learned); it is not enough to merely write “Studied Grammar.”
5. When no clients are present, you remain within the Writing Center for your entire shift and are available to tutor any walk-ins.
	1. During these dead times, in order to be paid, you must engage in acceptable, job-related activities noted in 3-c above.
		1. Note that there must be tangible evidence of these activities attached to your Dead Time Sheet (for example, printouts of e-mails sent to English instructors, written summaries of concepts learned, activities/handouts you created); it is not enough to merely write “Studied Grammar.”
6. You fully participate in and complete by the given deadline all “training” as designated and assigned by the director of Campus Tutorial Services.
	1. In order to maintain quality control, ongoing job training is essential. Failure to do so may result in suspension or termination of position

Engaging in activities other than those designated in the job description may result in a forfeit of pay for said shift and possible job termination, at the discretion of the director of the Tutorial Center. Examples of inappropriate, non-job-related behavior include:

* working on personal homework
* leisure reading
* socializing with friends either in person or electronically (i.e., texting, Facebook)
	+ SPECIAL NOTE--while I don’t have issue with you quickly checking/responding to a text or taking a quick cell phone call, I will terminate you if I get complaints from clients, the tutors or your fellow office workers
* surfing the web at non-work-related sites
* listening to music
* sleeping,
* playing games on a cell phone or laptop
	+ IF I CATCH YOU DOING THIS, I WILL FIRE YOU ON THE SPOT. If clients, tutors, or your fellow office workers complain to me of this, your position will be terminated.

PAPERWORK & TUTORLOG REQUIREMENTS

1. All paper (i.e., pink paper sheets) documentation must be properly completed and filed ideally by the end of each shift. Failure to do so may result in a forfeit of pay for said shift, at the discretion of the director of the Tutorial Center. All electronic (i.e., Tutorlog) sessions should be entered by the end of the shift, but in those situations when the Writing Center truly is busy, you can request the Office Staff to enter your completed paper documentation (i.e., the pink sheets) into the Tutorlog for you; however, I am leaving this to the discretion of the Office Staff regarding whether or not the Writing Center was truly busy. In the event the Office Staff determines there was sufficient time for you to enter the paperwork into the Tutorlog during you Writing Center shift, you will be required to enter said material into the Tutorlog after your Writing Center shift has ended, but you will not be able to claim the time on your timesheet and it will be considered volunteer.
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.

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 (with the paper timesheet exception when tutoring in the satellite centers as noted above). 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 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 dead time work for the day previous. You will still be responsible for entering your hours onto your electronic timesheet immediately following your shift, along with entering you session(s) into the Tutorlog.

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.