

Student Grader Contract

1. The Grader is hired to work a maximum of _____ hours per semester at the rate of \$15.50/hour. (Approximate weekly breakdown of _____ hours per week.)
2. The Grader is required to do all their work between the hours of 7:00am and 11:59pm, Friday through Thursday.
3. The Grader is required to take a 30-minute unpaid break for every six (6) consecutive hours worked. This break must be recorded in the timeclock system by punching out at the start of the break and punching back in upon return.
4. The Grader understands that they cannot work more than 20 hours per week total between all jobs on campus.
5. Any Grader working in more than one department must ensure they do not record times that overlap times reported for another department.
6. The Grader must use their own badge number to clock in and out for shifts at an on-campus Kronos timeclock (manual timecards are no longer allowed). Using another individual's badge number, or clocking in or out on behalf of someone else, is strictly prohibited and violates University policy.
7. The Grader is responsible for accurately recording all hours worked. Any instance of time theft—for example, reporting work from 9:00 a.m. to 12:00 p.m. when only one hour was worked—will result in termination and may be subject to legal action.
8. The Grader is responsible for communicating any extraneous or erroneous punches to the CS Student Employment Inbox (CSStudentEmployment@rit.edu) as soon as possible with their overseeing faculty member cc'd.
9. Graders are hired on a semester-to-semester basis. Graders hired for the current semester do not have a guaranteed Grader position in subsequent semesters. To continue employment in subsequent semesters, Graders must undergo the rehiring process.
10. The Grader understands that their GPA must remain above 3.0 in order to maintain employment status.
11. The Grader understands that any reported breaches of the RIT Academic Integrity policy may result in termination from position.
12. The Grader is responsible for adhering to all RIT University Policies relating to student conduct. This includes both policy D18.0 (Code of Conduct) and policy D19.0 (Title XI).
13. The Grader understands that in their capacity as a student employee at the Rochester Institute of Technology they may have access to confidential and private records and information of other students or other confidential information pertaining to the

14. The Grader understands by signing below that failure to comply with the statements contained within this contract can result in disciplinary action and may lead to termination.

Course Number and Section(s): _____

List of Job Responsibilities for Grader:

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Instructor Name

Instructor Signature

Date

Student Name

Student Signature _____

Date

Student UID#