



MIT
PUBLIC SERVICE CENTER

Room W20-549, 77 Massachusetts Avenue, Cambridge, MA 02139
Phone: 617-253-8065 Fax: 617-258-9357 Email: studentworker@mit.edu

Massachusetts Institute of Technology Community Service Work-Study Student Rights and Responsibilities

As an MIT student you have the right to:

- ✓ Receive a copy of the job description for your position, with tasks, responsibilities, location, supervisor's details, weekly hours you are expected to work and hourly pay rate.
- ✓ Be appointed to the payroll in a timely manner once you complete and submit all paperwork and required hiring forms.
- ✓ Receive appropriate information and training about the position.
- ✓ Receive ongoing support and supervision by your supervisor and periodic check-ins by the Community Employment Administrator.
- ✓ Be treated with respect and consideration by your supervisors and co-workers.
- ✓ Be paid weekly, providing your supervisor signs and submits your time sheet by the payroll deadline.
- ✓ Use your CSWS jobs as references for future employment.
- ✓ Be assisted by the Community Employment Administrator on work-related problems.
- ✓ Receive an explanation in case of termination.

Your responsibilities as a CSWS student employee include:

- ✓ Completing and submitting all necessary CSWS paperwork and MIT hiring forms in order to be approved, appointed to the payroll and begin work.
- ✓ Reporting to work on time and working your schedule as agreed with your supervisor.
- ✓ Working up to 20 hours per week during the school year or 40 hours a week during IAP or the summer, including hours worked in other MIT positions.
- ✓ Taking an unpaid break of at least 30 minutes if you work more than five and a half hours per day, and record the break on your time sheet.
- ✓ Working only during hours when you are not scheduled to be in class.
- ✓ Assisting your supervisor with completing your weekly time sheet.
- ✓ Cooperating with your supervisor in a responsible manner and communicating with him/her regularly.

- ✓ Asking permission (with enough notice) from your supervisor for planned or unexpected absences.
- ✓ Treating your co-workers and supervisors with respect and consideration.
- ✓ Informing and seeking support from your supervisor and the Community Employment Administrator if a job related problem arises.
- ✓ Remaining on a particular job for the duration of the assigned period and giving adequate notice to your supervisor and the Community Employment Administrator if you plan to terminate the job for any reason.