

## **Logos Evangelical Seminary**

### **Student Worker Policy**

1. For international students who newly acquire social security cards, please bring your Social Security Card to Academic Office (contact: Becky Perng or Maggie Pon) for your student record update in Populi system.
2. Please use your LOGOS email address (domain: les.edu) as official communication with your supervisor (or teacher) and HR Office, not your personal email address.
3. Similar to all other staff members, student workers represent our Seminary during their work hours. Therefore, good manner and excellent customer service attitude are expected – this applies to both internal and external customers.
4. Be a coworker of our Seminary, we expect you to respect your job, enjoy your job and handle your job with professionalism and honesty. If you need to use office equipment, such as telephone, printer, scanner, fax machine, photocopier and stamp machine, please consult our staff in advance about how to use them. This is to preserve valuable resources.
5. You are expected to wear neat and decent clothes. No sandals or clippers are allowed.
6. Please refrain from chatting, loud speaking, studying or job non-related Internet browsing or handling private matters during work hours.
7. Please follow your work hours based on the initial arrangement with your supervisor or professor. You should not arrive late, leave early or be absent without an early notice. Furthermore, you should not change your work hours without your supervisor's approval.
8. For international student visa holders, during the semester if you are taking internship at a church/organization, the summary of your internship hours and student worker hours should not exceed 20 hours per week.
9. In average student workers work five hours per week. Considering the different needs among departments/faculty members, this can be flexible within the half-an-year window (Jan-Jun or Jul-Dec). However, the max. work hours for

international students are 20 hours per week. For Teaching Assistants (TAs) and Research Assistants (RAs), you may not work over 150 hours in each half-year window.

10. Your salaries are calculated based on your actual work hours – lunch hours are excluded.
11. For timely payroll processing, please submit (verify) your electronic time card before the deadline of each pay period [twice a month] (Please be sure to read HR reminder emails and follow the latest instructions) and gain approved from your supervisor/manager.
12. Student workers should serve with professionalism - you should not stop working at your will. If you have to resign, please submit a formal resignation letter and get approval from your supervisor or professor. You are expected to support job transfer issues. Your resignation documents should be forwarded to HR office for filing.
13. Should you change your residence address, email, phone number or/and emergency contact, please be sure to notify HR Office by filling a Logos Employee Status Change form.
14. Starting July 2015, paid sick leave benefits are offered to student workers in California. Upon hiring, please ensure to sign and get a copy of Memo titled “New Leave Policy for all employees” for details.
15. Should you have questions regarding this policy, please contact HR Specialist, Mr. Bernard Jin Tel. (626)571-5110 ext.141 or Email: [bernardjin@les.edu](mailto:bernardjin@les.edu).