

This document details the rights and responsibilities students have when they take campus jobs and community Federal Work Study positions (collectively referred to as “student jobs”) at Bennington College. **By taking a student job with Bennington College and choosing to work and submit time for pay, you agree to the terms below and those in the [Student Employment Handbook](#).**

Student employment is an important part of life at Bennington College, allowing students to support their education materially and by gaining work experience while still in school. The College seeks to support students by providing work learning opportunities that introduce and deepen skills students will need after they leave the College. As an employer, the College has an obligation to establish reasonable standards of work and to evaluate its workers fairly according to those standards. The College also has a responsibility to provide fair working conditions and to give its staff reasonable opportunity to succeed on the job. In an effort to support these goals, the College provides guides to the processes and expectations of student employment, which are centrally located on the [Student Employment](#) page.

The College encourages students with questions to contact the Student Employment Coordinator. The Coordinator provides advising and support services for all aspects of student employment, including finding and applying to jobs, communication with supervisors, equity and inclusion, and disability accommodations. The Coordinator can be reached at campusjobs@bennington.edu or (802) 440-4874.

Student Workers’ Rights

Students working or seeking to work in campus jobs and community Federal Work Study jobs have the following rights:

- the right to clear, accessible information about the standards and processes of student employment, accessible via the [Student Employment Handbook](#) and communicated by their direct supervisors and the Student Employment Coordinator;
- the right to accurate, on-time pay for their work at the rate established at hire;
- the right to have their identities and backgrounds respected by other member of the College community while in the workplace, and to be free from discrimination;
- the right to reasonable accommodations as defined under the Americans With Disabilities Act (ADA) and other applicable law;
- the right to reasonable advising support in accessing, obtaining, and navigating student jobs; and
- the right to advising and appeal in the event that they are subject to disciplinary action at work.

Student Workers’ Responsibilities

Students are responsible for following the guidelines of the [Student Employment Handbook](#) and their department(s) while working for the College and its community Federal Work Study partners. As such, students have a responsibility to regularly review the Handbook, which details the basic expectations of their roles as staff and is subject to change. The College recommends reviewing the Handbook once per term or whenever a student takes a new job with the College, whichever is more frequent. Individual departments may set additional conditions for working with them in the form of handbooks or on-the-job training. These should be provided to students upon hiring.

As described in more detail in the Handbook, student staff are expected to: work agreed-upon hours according to the department's schedule, perform job duties as assigned, ask for clarification when necessary, complete timesheets accurately and on time, maintain confidentiality according to the Family Educational Rights and Privacy Act (FERPA) and professional ethics, and act in accordance with professional standards of behavior. Failure to follow these and other Handbook guidelines may lead to disciplinary action, termination from employment, and/or loss of eligibility for future College jobs, as explained in the Handbook.