

STUDENT JOBS MANUAL
RULES AND PROCEDURES FOR STUDENT EMPLOYMENT

1. Eligibility
2. On-Campus Employment
 - 2.1. Availability
 - 2.2. Working Hours
 - 2.3. Salary
 - 2.4. Posting a Student Job on Campus
 - 2.5. Finding a Student Job on Campus
 - 2.6. Supervision
 - 2.7. Payment
 - 2.8. Paperwork & Mini-Job Questionnaire
3. Off-Campus Employment
4. Health Insurance

1. Eligibility

All Bard College Berlin students are eligible for applying for student employment as defined in this document provided that they are in good academic standing as determined by the faculty. Should the faculty determine at any time that a student's academic standing is not satisfactory, the student's eligibility for jobs may be suspended. Bard College Berlin students are eligible for both on-campus and off-campus employment.

2. On-Campus Employment

2.1. Availability

Bard College Berlin offers a number of student jobs on campus. When possible preference will be given to those students with a high financial need and to students who have previously undertaken the available job satisfactorily and wish to continue. The college may not be in a position to offer enough jobs to meet the full interest of students. There is thus no guarantee that a student will receive a job on campus.

2.2. Working Hours

On-campus student employment may not exceed 10 hours per week during the academic term. Students may work longer hours when classes are not in session, provided that the employing department can offer such additional hours. All employed students will receive a work contract, the supervisor and the students need to sign.

2.3. Salary

All on-campus jobs are paid at the rate of 8.84 Euros per hour (max. 450€/month)

* If a student holds multiple jobs, they need to be aware of tax ramifications if they earn more than an average of 450€/month.

2.4. Posting a Student Job on Campus

Supervisors who want to post a student job contact the Head of Student Life who will assist and post the position. All vacant student job positions at Bard College Berlin are posted electronically via the campus email system to all students.

2.5. Finding a Student Job on Campus

Once students have received an email about a job opening they are interested in they should follow the instructions on the position posting. Most postings request the applicant to send their application to the supervisor and copy the Head of Student Life.

The supervisor will then shortlist candidates and may offer interviews. The supervisor will then select who they would like to hire and will inform the candidate as well as the Head of Student Life. The supervisor should also inform all applicants of their status.

The student who has been offered the job will then be given the opportunity to sign a contract. The Head of Student Life provides this document. The Head of Student Life will also talk with the new student employee about the relevant policies and have the student fill out various paperwork.

Only after all paperwork has been completed can the student start to work.

2.6. Supervision

Each student employee at Bard College Berlin has a supervisor who is the primary contact person for questions and concerns regarding the position.

The supervisor is responsible for providing adequate training and guidance to the student. The goals of the job should be communicated clearly and the duties summarized in a job description.

The supervisor is also responsible for setting up a time schedule with the student. Supervisors are obliged to give consideration to academic priorities of students when scheduling work hours.

Student employees are obliged to give their supervisors adequate notice of schedule changes or expected periods of particularly heavy academic workload.

Performance of the student should be followed and supported continuously. The student and the supervisor are encouraged to hold an informal review a few weeks into the job in order to be certain that the student understands and feels comfortable with the goals and expectations.

If the performance is unsatisfactory owing to absences or weak results, the supervisor should give an official warning to the student in writing and give a copy to the Head of Student Life. Should there be repeated incidents of unacceptable performance by the student after the warning, the college is entitled to terminate the work relationship earlier than planned in consultation with the Head of Student Life.

If the student wishes to end employment before the specified time, he or she should discuss this issue with the supervisor. Termination of the employment has to be done in writing.

2.7. Payment

Timesheets must be signed by the job supervisor and submitted to the 'Student Jobs' mailbox located in P24 on or before the 15th of each month in order to receive payment at the end of each month.

Questions about timesheets can go to the Student Account Office or the Head of Student Life.

Hours should be tracked by the quarter hour.

Payments may be made by bank transfer (German or EU bank accounts only). Payments will be processed no more than four weeks after the month for which payment is applied.

2.8 Paperwork & Mini-Job Questionnaire

After being hired, all student workers must fill out a contract with Bard College Berlin. The Head of Student Life handles this contract. The contract is kept on file in the Student Accounts office.

Additionally, all student workers must fill out the Personal Questionnaire which specifically asks students about their bank account information for payment and if they hold other minijobs.

3. Off-Campus Employment

For jobs outside of Bard College Berlin, students must conform to the restrictions of the student residence permit, which set a limit of 120 days of full time work per year or 240 days of part time work per year. The 10 hours worked on campus are counted towards this calculation.

Students covered through a public German health insurance are not allowed to work more than 20 hours per week during the semester. It is the student's responsibility to find out about work regulations and restrictions stated in their private or foreign health insurance policies, stipends, etc. All student work is reported to German tax authorities.

4. Health Insurance

Effective Jan 1, 2018 all individuals with the European Health Insurance Card (EHIC) or a European insurance certificate are required to take out German public health insurance if they get a job.

Previously, students had also been able to work whilst utilising their European insurance. However, with the new regulation introduced on Jan 1, 2018, this is no longer the case. As soon as you take up any form of paid employment - whether formal or casual, long-term or temporary - your European insurance automatically becomes invalid and you must insure yourself as a student via a German public health insurance provider. The monthly cost of German public health insurance is approximately €88-92, depending on which provider you go with.

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