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**AAC Staff and Tutor Contract – Spring 2024**

The following document contains important information, expectations, and requirements regarding your employment with the Academic Advancement Center (AAC) at Embry-Riddle Aeronautical University (ERAU). Please read through the contents of the document carefully. Once you have read and agreed to the terms of employment, print your name, sign, and complete the form. Please keep in mind that all new employees are hired on a conditional basis for sixty (60) days beginning on their first scheduled workday.

The following is a list of expectations you must read and understand to maintain employment at the AAC:

1. Employees must always wear appropriate attire, meaning employees clothing must be reasonably neat and professional for an academic setting.
2. Use *proactive* communication of all shift absences and tardiness. It is the employee's responsibility to find coverage through group communication and email the Faculty Tutoring Coordinators and [dbaacadm@erau.edu](mailto:dbaacadm@erau.edu) for any shift changes.
3. Employees must display professional and respectful behavior with all individuals within our center and campus as stipulated within the Student ERAU Honor Code.
4. Employees must always display lanyard/nametag.
5. Employees must be available at scheduled time/shift and willing to complete all tasks/duties assigned. Being on time to your shift is crucial to tutoring operations. Being late affects your peer tutors and tutees.
6. AAC Staff must notify supervisors of missing tutors during lab checks.
7. Tutors must frequently walk around the room to ensure each tutee has received assistance.
8. Limit personal visitations and unrelated activities during work hours.
9. Maintain an acceptable volume as noise carries into neighboring rooms and refrain from inappropriate conversations.
10. Make sure to Clock-In and Clock-Out at designated kiosk. If you forget to or are unable to Clock-In/Out, please notify AAC Staff who will record your work hours. Timecards will not be approved without proper documentation through TracCloud.
11. Make sure to submit timecard on Workday on time.
    1. Email reminders will be sent out before the end of the pay period.
    2. Please do not submit hours before the due date.
    3. Please fill in the comment section for each hour you submit (i.e. scheduled hours, additional shifts, SI sessions) to ensure that your timecard is approved on time.
12. During times of low student usage, it is permissible to work on your own academic assignments or additional tasks; however, be attentive to those that need assistance.
13. Enforce the No Food or Drink Policy in the tutoring labs.
14. Assist in keeping labs tidy: push in chairs, wipe down glass boards/whiteboard tables, and place markers back in cups. Keep supply areas clean and orderly and inform AAC Staff of any supplies that need to be replaced/ordered.
15. Employees must attend all mandatory meetings.
16. Employees must complete the mandatory online portion of the tutor training program before the end of the fall semester in order to maintain employment and are encouraged to complete the optional in-person training sessions to complete the College Reading and Learning Association (CRLA) Certification.
17. Student employees must provide documentation (e.g., doctor’s note) for call-outs after using three free instances; except for cases with advanced notice and coverage. Failure to comply will result in written warnings, leading to termination after three warnings.

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| **Name**:Click or tap here to enter text. | **Student ID #:** Click or tap here to enter text. |
| **Signature**: Click or tap here to enter text. | **Phone #:** Click or tap here to enter text. |
| **Date**: Click or tap to enter a date. | **Email:** Click or tap here to enter text. |