

Jobs at UCA

Upper Columbia Academy believes that becoming a good employee is part of the educational experience and we encourage all students to work to help pay for their tuition and to learn life skills. Day students can work on or off campus. Dorm students need to either work on campus or in one of the industries located next to the campus.

Industries

We have industries that hire students. These industries hire independently and students are employees of these organizations and not Upper Columbia Academy. They pay \$9.04/hr

Hymark Wood Products – May have shifts available in 2, 3 & 4 hour segments

Santee's Granola – May have shifts available in 2 or 3 hour Segments

Pay Rates

Upper Columbia Academy pays the Federal minimum wage of \$7.25/hour. There are jobs on campus that pay \$7.75/hour. These positions are:

- Lead Janitors
- Cafeteria Shift Leaders

Required Documentation

To be paid for work on campus students must supply the following original documentation:

- Social Security Card (**original**)
and
- Passport or/
- **State** Birth Certificate and Picture ID

How to Get a Job

Be a dependable, honest, hard worker.

Jobs are assigned by the Student Labor Coordinator. Some jobs require an interview with the work supervisor. All jobs require a written work agreement between you and your *assigned* work supervisor. It is your responsibility to find your work supervisor on registration day if possible and make the necessary arrangements.

Jobs will be assigned in 1.5 hr (2 school periods) segments.

How to Lose a Job

Working at Upper Columbia Academy is a *privilege*.

We want all students to be successful in their assigned work areas. However if students are tardy or miss work without making proper arrangements, they will receive a warning from their work supervisor which will lead to lunch detention, discipline committee and loss of job. Students who lose their job for any reason will be ineligible to work on campus for 5 weeks. Warnings can be given for not meeting the expectations of the job and attendance. Some infractions, such as dishonesty and insubordination, can lead to students losing their jobs without additional warning and being immediately referred to discipline committee. A mixture of misconduct warnings and attendance warnings can also result in loss of job.

When Can I Miss Work?

The only times you can miss work are as follows:

- *Administratively Excused Absences* – School Trips/Functions policy – **students are responsible for communication with their work supervisor.**
- *Sickness* – follow school sick policy – **students are responsible for communication with their work supervisor in addition to going on sick list**
- *Other Absences* – All other absences must be approved through the attendance office and will follow school policies. **Students are responsible for communication with their work supervisor.**

Cafeteria Workers: Please note that *all cafeteria workers are expected to work one weekend a month.* This includes both dorm and day students. If students are expecting to be gone for any reason on the weekend they are assigned to work they must trade weekends with another worker *with the agreement* of the Cafeteria Director. Failing to do so could result in losing the job.