**Tutor's Contract with the Learning Center**

I, _____, do agree to the following conditions in accepting employment with the Learning Center at Chandler-Gilbert Community College.

- I understand that I will be placed on a one semester probation period that must include completion of tutor training and satisfactory tutoring performance. If hired mid semester, the probationary period will be decided by the Learning Center Director.

- I understand that I am required to complete/attend all in-service tutor training requirements and meetings unless I receive a waiver from the Learning Center Director.

- I realize that I am accepting a paraprofessional position where I may be providing critical educational services, which have long lasting and significant effects upon enrolled students. I agree to respect students and co-workers' abilities and disabilities and conduct myself accordingly.

- I understand that my appointment as Tutor is for the current semester only; reappointment to a Tutor position will be subject to performance appraisal and other criteria as established or revised by the Learning Center.

- I understand that for unsatisfactory performance I may be terminated from my position by the Learning Center and may be ineligible for future employment by the Center.

- If, after accepting this position, I elect not to assume my duties or find that I cannot, it is my responsibility to immediately notify the Director of the Learning Center that I am resigning from my Tutor position.

- I understand that I may be employed up to a maximum of 19.5 hours per week.

- I realize that any confidential information about students in the Learning Center should only be discussed in staff meetings or with other staff in a confidential setting (i.e., not in public areas). Furthermore, such information should be discussed only for professional reasons directly tied to the welfare of the students. Confidential information includes items such as (a) current problems, (b) names and grades, (c) information about faculty or instructors. Breach of confidence is a serious professional error with ethical and legal implications.

- I realize falsifying any document is grounds for dismissal. This includes employee applications and time reported.

- The dignity and respect of the students I work with are foremost in my position as a tutor at CGCC. I will not allow religion, race, gender, sexual orientation, or creed to affect my judgment or ability to work with students. I understand that I am accountable for assisting qualified students in a timely, thorough and respectful manner.

- I understand that I am not permitted to do students' work for them, but rather to assist, encourage, and comment on the student's efforts and progress. I am to foster independence in the students I tutor.

- I understand that I am permitted to give my home phone number to students or other tutors, but LC personnel will not give out tutors' phone numbers unless permission is received from the tutor.

- I understand that I am not to use the phones in the tutoring rooms except to call College Safety, another campus department, or calls related to tutoring. Neither non-tutoring adjunct faculty nor students are allowed to use or receive phone calls in the tutoring rooms.

- I understand that I am permitted to use the computers in the tutoring rooms for work or school related use only. LC computers are not for playing games. Students coming into the LC for assistance receive priority on the use of computers.

- I understand that I will work in close proximity to students, so I will be conscientious about my personal hygiene and appearance. I will dress neatly and modestly during work hours.

- I understand that I am responsible for performing all duties that are assigned to me. I will do everything possible to see that the mission and goals of the Learning Center are met in a timely and cost-effective manner.

- I understand (due to liability issues) I must tutor only on the campus grounds and not elsewhere.

- I understand it is illegal to engage in sexually harassing behavior.

- I have read the Tutor Training Manual and am familiar with general policies and procedures.

- By accepting assignment as a Tutor, I agree to abide by and practice the standards and policies of the Learning Center and Chandler-Gilbert Community College.

Tutor Signature: _____

Date: _____