

# Butler County Community College

## Tutor Agreement

As an employee of the College and a member of the BC3 Tutoring Staff, I acknowledge the following terms and conditions:

1. Completion of the Tutoring Application and/or any Human Resources related paperwork in no way guarantees my employment as a tutor. Tutors are employed on an as needed basis, and the College reserves the right to select and assign tutors as deemed appropriate to best fit the needs of the students.
2. I must comply with the Statement of Rights and Responsibilities for Members of the College Community, Academic Policies, and all Campus Regulations detailed in the current **BC3 Student Handbook**. Refer to the **BC3 Student Handbook** or online at <http://www.bc3.edu/pdf/studenthandbook.pdf>.
3. My attendance at required tutor meetings/training is expected unless I have been excused from attending in advance by one of the Coordinators of Tutoring.
4. I must contact the ACE office, main office of my off-campus location, or one of the Coordinators of Tutoring if I am unable to attend a scheduled tutoring session with a tutee. I am also required to promptly notify the tutee if I am unable to attend a tutoring session.
5. When performing my tutor responsibilities I must be punctual, prepared, and professional at all times.
6. I must promptly fulfill all administrative duties as assigned by my supervisor. Administrative duties include, but are not be limited to, documenting all tutoring contacts with students, completing related paperwork and digital forms, and entering tutoring data into the student database. I must also record my hours tutored on a Compensation Voucher each month. Vouchers must then be submitted to one of the Coordinators of Tutoring **on or before the last day of each month**. Paychecks may be accessed by the tutor via IPayStatements on or about the 15<sup>th</sup> of the month for any hours worked in the previous month.

**I understand that I may be suspended from the tutoring staff and/or terminated as an employee of BC3 if:**

1. I fail to comply with the Statement of Rights and Responsibilities for Members of the College Community, Academic Policies, and all Campus Regulations detailed in the current **BC3 Student Handbook**. Refer to the **BC3 Student Handbook** or online at <http://www.bc3.edu/pdf/studenthandbook.pdf>.
2. I fail to comply with College guidelines as they pertain to confidentiality and student information.
3. I fail to satisfactorily perform the duties and responsibilities of a tutor.
4. I fail to attend two (2) scheduled tutoring sessions during the semester without properly notifying the tutee, the ACE office, the main office of my off-campus location, or one of the Coordinators of Tutoring as specified above.
5. I fail to maintain the required minimum GPA of 2.8 while serving as a peer or non-degree associate tutor.

**My signature below acknowledges that I have read and understand my responsibilities as a tutor, and I agree to comply with the terms and conditions listed above. I understand that any failure to comply may result in my suspension from the tutoring staff and/or my termination as an employee of BC3. I also acknowledge that I have received copies of the following information: Policies and Procedures Relating to Confidential Student Information, Non-Discrimination Policy, Plagiarism Statement, and the Tutor Agreement.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Staff