**Sample Letter of Employment**

Congratulations! You have been accepted as a Tusculum College Tutoring Center Tutor. Your online username is cbowling and your password is training. Your starting rate of pay is $7.25 an hour for tutoring work and $7.25 an hour for non-tutoring work (non-tutoring work includes approved non-tutoring activities). Raises are given for positive tutor evaluations, contact/ contract sheets submitted within 3 days of assignment, accurate and complete timesheets submitted on time, being on time and present for meetings and scheduled tutoring hours, and the flexibility and willingness to accept one-on-one tutoring assignments. Training sessions are offered throughout the year and they may have a measureable bearing on pay increases. Check with the Tutoring Center for the specifics of tutor training times throughout the year.

Individual tutoring appointments are assigned and contracted by the Tutoring Center staff as needed. No one will be paid for unauthorized tutoring or any tutoring without a contract. Please refer to the Tutor Handbook for important policies, procedures and guidelines.

Tutorial staff may be terminated for failure to meet the expectations and obligations of the

Tutoring Center. The following is the method used to address such violations:

Warning—Minor infraction, typically first time offenses or offenses that do not disrupt the operation of the Tutoring Center or the tutoring process in a major way.

Sanction—Major disruptions to the tutoring process or operation of the Tutoring Center or repeated infraction.

(Three sanctions = Termination of employment)

Warnings and Sanctions will be determined and documented by Tutoring Center staff members. You will be notified of any infractions and given a chance to discuss the matter with a member of the Tutoring Center staff. Documentation of the occurrence(es) will be placed in your employment folder. Some serious offenses, like falsifying a time sheet, do not require the accumulation of three sanctions and are grounds for immediate termination.

Basic Expectations:

• To act in a professional manner that promotes learning.

• To maintain a 3.0 cumulative GPA.

• To maintain high academic and social standards.

If you have any questions, please feel free to contact Meagan Start at 423-798-1635 ext 5211 or [mstark@tusculum.edu](mailto:mstark@tusculum.edu)

We look forward to your addition to the Tutoring Center.

Meagan Stark, Tutor Coordinator

Student Support Services

David Smith, Director

Student Support Services