

TUTOR EMPLOYMENT CONTRACT

I, _____, understand and agree to abide by the following policies while employed as a tutor for the University of Massachusetts Athletic Department. Failure to adhere to these policies may result in loss of pay or termination from this position at any time.

1. Tutors are expected to carefully read and understand the Tutor Manual given to them at the time of hire, and follow all written policies and procedures.
2. Missed appointments (no-shows) by either party will not be tolerated. Two or more unjustifiable absences will result in permanent cancellation of appointment. If there is a time when a tutor must cancel, tutors are expected to notify the student-athlete at least a day in advance, and vice versa. Tutors are required to notify the Office of Student-Athlete Services within 24 hours should a student-athlete fail to show up for an appointment.
3. A "Tutor Session Overview/Time Sheet" form must be filled out for each appointment to ensure a complete record of each student-athlete's tutorial history.
4. Tutors will not be paid for bulk hours. Hours should be turned in on time.
5. Tutoring should take place in designated Boyden and Mullins Center areas. Exceptions will be made only with prior approval from the Tutoring Coordinator, Assistant Director, or Director of Academic Services. *Under no circumstances is tutoring allowed at the residence of either the tutor or the student-athlete.*
6. All information regarding a student-athlete's academic performance must be kept confidential and may only be shared, if appropriate, with an Academic Support staff member.
7. Tutors should use good judgment when providing assistance and ensure that the student-athlete always passes in *their own work*.
8. No tutor should contact an instructor or coach in regards to a student-athlete without approval from the Tutorial Coordinator, Assistant Director, or Director of Academic Support.
9. Tutors are expected to keep in touch with the Tutorial Coordinator regarding changes in their availability to work, changes in appointments, and any problems or concerns that may arise during their tutoring relationship.
10. While employed by Academic Support, tutors must maintain a strictly professional relationship with the student-athletes they are tutoring.
11. Due to the supply-and-demand nature of the Tutorial Program, the office of Academic Support cannot guarantee any specific amount of hours to any tutor.