

Student Worker Guidelines

1. Student workers are responsible to their immediate supervisor, then to the head of the department. Matters of importance should first be directed to your immediate supervisor, and then up through the chain of authority.
2. Workers are expected to be punctual. If you are delayed, you are expected to call before or within 15 minutes of expected time of arrival. If you are ill, you must call-in daily. If absent more than three (3) working days, it is expected that you provide the department head with a doctor's note showing cause or nature of illness.
3. Appropriate dress for work is jeans. Walking shorts that are knee-length are also acceptable. Sweat pants and sweat shirts are not permitted. Suggestive or distasteful clothing is not permitted. Occasionally, you may be asked to dress up for special activities. You will be notified in advance of these occasions.
4. Please arrange personal business before or after work hours. Consult with your immediate supervisor if time off is necessary. It may be granted providing it does not interfere with the flow of the office.
5. Studying during work hours is *not* permitted. It is required that you ask for time off for special study time, if needed.
6. You may take time off for tests or special projects, providing you notify and receive approval from your immediate supervisor at least two days in advance.
7. If you work a consecutive four-hour period, you *may* be permitted to take a 15 minute break. Break times are not scheduled, however, please take them when it is less busy in the office and with your supervisor's permission.
8. Visiting with friends in the office or on the phone during work hours is prohibited. Visiting should be done during breaks from the office.
9. When asked to do a job for someone other than your immediate supervisor, you must clear it with your immediate supervisor first.
10. When tasks haven't been completed at the conclusion of your work period, inform your immediate supervisor of the progress.
11. Inform your supervisor before leaving the office for breaks and at the close of your work period.
12. The copy machine and fax machine are for office use only. Personal use is *not* permitted.
13. Arrange your working hours in increments of more than one hour, preferably two or more hours. All work schedules should be approved by your immediate supervisor. Scheduled work hours should be arranged for the benefit of the office as well as your own personal convenience.
14. Completion of timesheets or timecards is the responsibility of the student worker. Timesheets or timecards are due on the 15th and 30th/31st of each month. Your immediate supervisor must sign the timesheet before submitting it to Payroll. Paychecks may be picked up on the 1st and 15th at the Business Office in the Austin Building. Your paycheck will reflect hours worked two weeks prior to the pay period.
15. All files and work-related information are of a confidential nature. Student employees are *required* to maintain this confidentiality at all times. Written or verbal information cannot be removed from the office or discussed with students or other individuals not employed within the office.

16. Eating food at one's work station is *prohibited*. Time taken to eat *cannot* be counted as work time.
17. When taking telephone messages, record the caller's complete name and telephone number with area code if long distance. Repeat the digits to the caller to ensure accuracy. Also, record the time and date and initial in case future questions arise. Place messages in the appropriate office box. Telephones should be answered on the 1st or 2nd ring. See the Campus Directory to make appropriate transfer calls.
18. Do not *ever* leave the office unattended.
19. Everyone is responsible for keeping the noise level to a minimum.
20. Report non-functioning equipment and the need for supplies to the appropriate supervisor.
21. Finally, the image others have of our office and services will be directly related to their impression of our staff – both full-time employees and student workers! Incorporate professional etiquette and an attitude of helpfulness in greeting all who call or come into our office.

I have read and understand the above information and have received a copy of the policy guidelines.

Student Signature

Date