

**DIVISION OF INFORMATION
TECHNOLOGY**

**STUDENT EMPLOYEE GUIDELINES
HANDBOOK**

Revised April 2015

INTRODUCTION

Student employment is an integral part of the University community that benefits both the students and the University. Almost every academic department and administrative office employs students in some capacity. Students also may work at various locations where they provide a great service to the university community. Along with the many positive aspects of being a student worker, there are challenges and concerns that require attention. Studies have shown that balancing part-time employment while pursuing a college education can actually foster quality time management skills, enabling the student to achieve more academically. Part-time employment can also assist the student in developing valuable work skills and habits, money management practices and leadership qualities that will prove beneficial in the student's career search. Ultimately, being a student employee can be a rewarding lifetime experience.

CONDUCT

All student employees are expected to support the University's mission statement by precept and by example. Student employees shall extend courteous and professional behavior to supervisors, coworkers and guests. All student employees should observe appropriate workplace behaviors, keeping in mind that he or she represents his or her department and the University to students, faculty, staff and visitors of the University.

DRESS CODE

Each department will determine the student employee dress code based on the student's duties. Some areas may require the student to dress more formally than others; e.g. a student working in a receptionist position would dress differently than a grounds keeping worker. In all positions, flip-flops are prohibited. In all positions, a student is expected to dress neatly and in good taste. A student should remember that he or she is a representative of the University and will often cross paths with the public in the course of his duties. Some of these individuals may be potential future employers. A student should always strive to project the best image possible for himself and his school.

STUDENT WORKER DRESS CODE

The purpose of the dress code is to contribute to a positive image. The university expects all of its employees to dress appropriately. While common sense is the governing principal, management has the final word regarding appropriate dress. Whatever your work setting, you must wear presentable clothing in good condition. All employees should check with management for area specific dress requirements. Clothing that is revealing or inappropriate to the workplace is unacceptable. Inappropriate dress for student workers may include the following:

- Pants which are below the waistline
- Garments with holes
- Hats
- Short-shorts (No exposing of any portion of the torso)
- Bare midriffs
- Off-the-shoulder tops
- Tank tops
- Crop tops
- Halter-tops
- Rumpled/disheveled/wrinkled clothing
- Shirts, tops or sweaters unbuttoned below the sternum
- Sun dresses (backless, bare shoulders, “peek-a-boo” openings), see through garments
- Plastic or rubber “Flip-Flops”, slippers or shower shoes
- Exceptions MAY be made during summer months, check with management for departmental guidelines

Traditional business attire may be required when meeting with non-University visitors, or when best suited for the employee’s position.

If you have questions regarding appropriate attire for your area, it is best to dress more conservatively until you have an opportunity to address the issue with your supervisor.

PERSONAL HYGIENE

- General cleanliness is expected. Every student worker should observe good personal hygiene.
- Good grooming and neatness are expected at all times.
- All employees are expected to wash their hands after using the restroom.

OFFICE TELEPHONE AND CELL PHONE USE

Personal phone calls should only be made based on need and limited in number and length. If your position requires making long-distance telephone calls, your supervisor will advise you on the proper procedure for dialing and documenting calls. Making unauthorized personal long-distance phone calls from the university is grounds for dismissal, is a violation of the student code of conduct, and may subject you to criminal prosecution.

Student workers carrying personal cell phones must have them on vibrates or turned off during working hours. Excessive violations of this usage may be grounds for dismissal. You are discouraged from making or receiving cell phone calls while on the job.

COMPUTER AND EQUIPMENT USE

University computers and all other owned equipment are to be used solely for the purpose of conducting the business of the university.

Student workers must adhere to the same policies regarding the use of information technology and other University resources as the other university employees.

Playing games, watching videos or movies or other personal use of university computers is unacceptable while at work.

Browsing inappropriate or explicit material on university computers is illegal and will not be tolerated.

Individuals using the university computer system are subject to having all of their activities on the system monitored and recorded by system personnel.

Anyone using the university computer system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide evidence of such monitoring to law enforcement officials.

Printing, copying, and faxing should be confined to work related documents only.

University equipment should never leave the workplace.

WORK SCHEDULE

Student workers should obtain a written record of their work schedule from their supervisor. Any request for a change in regular work schedules should be submitted in writing to your immediate supervisor two weeks in advance.

Students must present a work schedule to their supervisor at the beginning of each semester for review. **Your supervisor may only have openings available at certain times of the day, or certain days of the week. Your supervisor will try to accommodate your schedule.** If a compromise cannot be reached, you may not be able to work the hours you want and your supervisor may find someone else that can work the hours needed.

Once a schedule has been agreed upon, you are expected to adhere to this schedule. If you are unable to work due to a test or illness, you **MUST** call or email your supervisor and leave a message explaining why you are unable to attend work. **Excessive no call/no shows (if you are scheduled to work and do not show up or call) may result in termination.** Tardiness, other than a few minutes after your scheduled start time, will be recorded as a no call/no show. Excessive absences with or without an excuse may also result in termination. Your supervisor will be more than happy to work with you around exams, projects, etc.

Students are not permitted to work during a scheduled class time. When you work outside of your scheduled hours, you must document these occurrences with your supervisor. This documentation can be in the form of a phone call, e-mail, voice mail, or a handwritten note. **Your supervisor must approve your request before you may work any unscheduled hours.**

TIME KEEPING

Your supervisor will advise you of the proper system for documenting your time. It is imperative to keep a personal record of your time on the job. Student employees may not start work until they are able to clock themselves in and out of the time keeping system, and have been authorized to work. Remaining on the clock while not at work is unethical and will provide grounds for dismissal, and restitution.

CALL-IN PROCEDURE

In case of illness or other reasons for absenteeism, notification should be given to your supervisor as early as possible, and **at least 30 minutes before your scheduled shift begins.** If you are going to be late for a scheduled shift, then notification should be given as early as possible, and **at least 30 minutes before your scheduled shift begins.** Your supervisor will provide you with the appropriate phone number to call in order to give notice.

ABSENCES

A student employee must notify his or her supervisor in advance if he/she is not going to work their regularly scheduled work hours. In case of illness, the supervisor should be notified as soon as reasonably possible, before the start of the scheduled shift. Supervisors recognize that academics should be a top priority for the students, and the time required to study will be taken into consideration when the student employees are expected to be on time and present during scheduled work hours. In case of illness, the supervisor should be notified as soon as reasonably possible. Excessive absences, tardiness, leaving work early, long breaks or absence without duly notifying the appropriate supervisor is just cause for disciplinary action and for not receiving an assignment in following semesters.

BREAKS AND MEAL TIMES

Student worker rest periods and lunch breaks are determined by the hiring department. Your supervisor will tell you when you may take your break(s). Time keeping procedures for breaks and meal times is also determined by the hiring department. Lunch breaks are unpaid. Please ask your supervisors to point out the appropriate area for taking breaks and lunch.

TERMINATION POLICY

Supervisors should, in most cases, provide verbal counseling and a written warning before releasing a student from employment. Serious violations, however, may result in immediate termination. Student employees may be terminated for theft, falsification of timesheets, violations of policy, general misconduct on the job or unsatisfactory job performance. Student employees terminated from a position will not be assigned to another department.

APPEAL PROCEDURE:

Any student employee who feels that he or she has been unfairly terminated or dismissed may appeal his/her supervisor's decision by submitting a written statement to department director. The director's decision is final and not subject to any further appeal and/or modification. The appeal request should address the allegations, specify why the decision was unfair and provide evidence to support the appeal request. The director will consider the current allegations, past performance and rationale for the decision.

RESIGNATIONS

A Student employee who wishes to resign must give written notice one week in advance of their last day of employment.

CONFIDENTIALITY

Student employees shall maintain confidentiality regarding workplace issues. The release or sharing of information revealed in the workplace is prohibited. The removal of files or other materials from the workplace is prohibited. Any breach in confidentiality is grounds for immediate dismissal. The student employee will sign a Confidentiality Agreement upon securing on-campus employment. The original copy shall be retained in the student's file by their immediately supervisor.

Signing below indicates you have read and understood the above items.

Signature: _____ **Date:** _____

Print Name: _____