

FLITE
Student Employee Handbook

Approved by the FLT, March 9, 2005

INTRODUCTION

- Academic libraries traditionally rely heavily on a large number of student employees. They help with many routine tasks, such as shelving books, processing new books, shelf reading, filing, retrieving materials for interlibrary loan, staffing service desks, designing displays, and performing clerical tasks.
- Your position as a student employee in the Ferris Library for Information, Technology, and Education (FLITE) is an important one and should not be considered “just a job” or “what I have to do because I have a work study award.” Performing your work well is vital to FLITE’s overall success and should be taken seriously.
- This handbook outlines FLITE’s guidelines and procedures for student employees, and complements the information provided by Student Employment & Career Services’ *Student Employment Handbook*.
- Four policy and procedures documents will be provided to you and must be read before beginning employment in FLITE. They are:
 1. *FLITE Student Employee Handbook* (the document you are now reading)
 2. *Drug-Free Workplace Policy*
 3. *Dress Code for All FLITE-based Student Employees*
 4. Departmental/unit policy and procedures documents for attendance, duties, etc.
- After reading each document you must sign the form on page 6 indicating you have done so and that you understand the policies and procedures regarding working in FLITE. The original form will remain with your handbook and a copy will be kept by your supervisor.
- You should also read the *Student Employment Handbook* (from the Student Employment & Career Services Office), available on the Web at <http://www.ferris.edu/admissions/financialaid/studentemployment/stuhandbook/studenthandbook.pdf>.

ATTENDANCE

- Each department or unit has its own specific attendance rules and procedures. In general, employees are expected to report to work on time as scheduled, should request permission in advance to be absent from work if special circumstances arise, and must notify their supervisor if they are unable to work as scheduled due to illness or emergency. Your supervisor will provide you with the specific attendance guidelines for your individual department or unit.

COURTESY AND ATTITUDES

- The library has many visitors as well as students and faculty who use the facility. Many of them will form lasting impressions of the library based on the reception given them and by employees’ attitude towards their work.
- Attitude and courtesy are important in relationships with other employees. A pleasant attitude, a conscientious approach to work, and courtesy toward associates will benefit both the staff and library patrons.

DRESS CODE

- A dress code has been established for all FLITE-based student employees. The policy may be viewed on the Web at <http://www.ferris.edu/library/policy/dresscode.htm>.
- Some departments require that name tags be worn. Your supervisor will provide details.

DRUG-FREE WORKPLACE

- The University has instituted a Drug-Free Workplace Policy. The relevant business policy letter may be viewed on the Web at <http://www.ferris.edu/htmls/administration/buspolletter/bpl0101.htm>.
- We are required by the University administration to share this policy with all employees, and you must sign the form indicating you have read the policy.

ETHICS

- Personal work such as homework, reading, reviewing of notes, checking e-mail, etc. is not permitted while signed in for work, unless special permission is granted by your supervisor.
- The making or receiving of personal phone calls should be kept at a minimum.
- The telephones at the public service desks and in other work areas are for library business. Do not assume you may make calls; permission should be asked of your supervisor.
- As a point of courtesy, we ask that you turn off your cell phone while you are at work.
- Unless it is absolutely necessary to make or receive a call, all phone calls should be made during your break or before or after work.
- Please remind your friends not to call you at work.
- Keep in mind that you are at work once you have clocked in. We ask that you keep personal visiting with friends and co-workers to a minimum. Our conversations, regardless of how quiet we think we may be, may still be distracting to others.

TIMEKEEPING & PAYCHECKS

- Ferris uses the Kronos timekeeping system. Time is automatically recorded and totaled by the computer system. You must clock in and out at the beginning and ending of each shift you work. Your supervisor will demonstrate how to use the Kronos system.
- A pay period is two weeks and runs from Sunday through Saturday. Paychecks are issued on the Friday of the week *following* the end of the pay period. Only one check is issued regardless of the number of on-campus jobs you have.
- You should get in the habit of checking the details section of your timecard; this is especially important for students working for more than one department.
- You must pick up your *own* paycheck unless you have given permission to your supervisor to have your check picked up by someone else.
- When picking up your check, you should be prepared to show your current Ferris ID or driver's license. If someone else is picking up your check, they will be required to present proper ID. The specific details of where and when to pick up your check will be provided by your supervisor.

TRAINING

- Each department or unit provides training for new employees. Training varies from department to department and is based on the job tasks and responsibilities. Your supervisor or his/her designee will go over the details with you, including providing you with information about your job tasks and responsibilities.

WHAT IS EXPECTED OF A STUDENT ON THE JOB?

In accepting an on-campus position, students assume work responsibilities for which they will be held accountable. A review of general performance standards is listed below.

Student Employees...

1. are expected to report to work on time and to alert their supervisor that they are reporting for work.
2. should request permission in advance to be absent from work if special circumstances arise. Excessive absences are to be avoided.
3. should notify their supervisor if they are unable to work as scheduled. Each department has specific procedures regarding notification. Your supervisor will make sure you receive the correct information.
4. are responsible for clocking in and out on the Kronos timekeeping system.
5. should immediately bring to their employer's attention any problems or concerns they have pertaining to their job.
6. should perform duties assigned to them to the best of their ability.
7. should dress appropriately for the job as specified by their employer.

Work rules minimize the chance that any employee, through misunderstanding, may become subject to disciplinary action. All student employees should understand that breaking certain rules (for example, insubordination) may result in immediate discharge, and repeated violations of even a minor rule will not be ignored and may result in discharge.

This list is not intended to be all inclusive, but rather serves as a general guide of unacceptable behavior:

1. Unexcused tardiness or absenteeism.
2. Failure to notify your supervisor if unable to work as scheduled, according to the procedures of your particular department or unit.
3. Unsatisfactory work performance.
4. Delay or failure to carry out assigned work or instructions.
5. Loafing, sleeping, or other abuse of time during assigned work hours.
6. Performing personal work such as homework or e-mail on University time, unless supervisor has indicated otherwise.
7. Interfering with an employee's performance of duties by talking or other distractions.
8. Failure to report for work neat in appearance and suitably dressed for the job to be performed.
9. Taking lunch and break periods in areas and at times other than those agreed upon with your supervisor.
10. Leaving your regularly assigned work location without permission from a supervisor.
11. Failure to clock in/out as instructed.
12. Clocking in/out for another employee or having another employee clock in/out for you.
13. Violation of safety rules or security regulations.
14. Disclosure of confidential University information to unauthorized persons.
15. Falsifying or tampering with any University record.
16. Destruction, defacement or mutilation of University property, whether intentional or through neglect.

17. Use of office equipment (telephones, copiers, computers, radios, etc.) unless authorized by your supervisor.
18. Failure to clean and return all equipment to its respective storage place at the end of your shift.
19. Gambling of any kind on University premises.
20. Using abusive language on University premises.
21. Smoking and use of tobacco products in unauthorized areas (e.g., the use of any tobacco product is prohibited in the FLITE building and within 25 feet of any entrance).
22. Bringing, consuming or possessing alcoholic beverages or narcotics on the campus or coming to work under the influence of alcoholic beverages or narcotics.
23. Carrying firearms or other dangerous weapons on University premises.
24. Fighting or threatening others with physical harm.
25. Slandering another person.

TOPICS NOT COVERED IN THIS HANDBOOK

- Topics such as eligibility for employment, application information, evaluations, progressive discipline, work study information, pay rates and raises, number of hours you may work, information about tax and employment forms, and student employee rights are covered in the Student Employment & Career Services' *Student Employment Handbook* and thus are not included in this handbook.

ADDITIONAL RESOURCES

- Ferris Student Employment & Career Services Web Site
 - <http://www.ferris.edu/careerservices/>
- *Student Employment Handbook*
 - HTML version: <http://www.ferris.edu/admissions/financialaid/studentemployment/handbooktoc.htm>
 - PDF version: <http://www.ferris.edu/admissions/financialaid/studentemployment/stuhandbook/studenthandbook.pdf>
- *Drug-Free Workplace Policy*
 - <http://www.ferris.edu/htmls/administration/buspolletter/bpl0101.htm>
- *Dress Code for all FLITE-based Student Employees*
 - <http://www.ferris.edu/library/policy/dresscode.htm>

A FINAL NOTE...

We are confident that your employment in FLITE will be a rewarding experience for you. If you have questions concerning the information in this document or about anything else relevant to your job here, please ask your supervisor or another FLITE staff member.

**FLITE STUDENT EMPLOYEE
RECEIPT OF EMPLOYMENT POLICIES & PROCEDURES DOCUMENTS**

Employee's Name: _____ Department/unit: _____

Supervisor's Name: _____ Supervisor's Phone: _____

I have received, read, had the opportunity to discuss, and understand the following materials:

- *FLITE Student Employee Handbook*
- *Drug-Free Workplace Policy*
- *Dress Code for all FLITE-based Student Employees*
- Department/unit employment policy and procedures documents

Employee's
Signature: _____ Date: _____

I have reviewed and discussed the employment policy documents with the student employee whose signature appears above.

Supervisor's
Signature: _____ Date: _____