

## Student Employee Expectations

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 alert their supervisor that they are reporting for work.
2. should request permission in advance to be absent from work if special circumstances arise.
3. should notify their supervisor within 15 minutes after the start of a shift on the first day of an absence and each subsequent day thereafter. Excessive absences are to be avoided.
4. should keep an accurate record of their hours worked. At the end of the pay period the student should check their report on the Student Workforce Web, if they have access, to check their hours to make sure it is correct.
5. should immediately bring to their employers attention any problems or concerns they have pertaining to their job.
6. should perform duties assigned 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 certain rules, such as insubordination, may result in immediate discharge, and repeated violations of even a minor rule may result in discharge and will not be ignored by the University administration.

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

1. Unexcused tardiness or absenteeism.
2. Failure to notify your supervisor within 15 minutes after the start of a shift on the first day of an absence and each subsequent day thereafter.
3. Unsatisfactory work performance.
4. Loafing or other abuse of time during assigned work hours.

5. Interfering with an employee's performance of duties by talking or other distractions.
6. Leaving the regularly assigned work location without permission from a supervisor.
7. Performing personal work such as homework or e-mail on University time.
8. Failure to clock in/out as instructed.
9. Clocking in/out for another employee or permitting another employee to clock in/out your time.
10. Violation of a safety rule.
11. Destruction, defacement or mutilation of University property due to negligence or intentionally done.
12. Violation of security regulations.
13. The taking of rest periods other than in general area of the work being performed and at the time of the rest period.
14. Delay or failure to carry out assigned work or instructions.
15. Failure to report for work neat in appearance and suitably dressed for the job to be performed.
16. Refusal to perform work or obey order issued by a supervisor.
17. Falsify any University record.
18. Leaving University property during working hours without prior permission from supervisor.
19. Gambling of any kind on University premises.
20. Fighting or the use of abusive language on University premises.
21. Bringing, consuming or possessing alcoholic beverages or narcotics on the campus or reporting for duty under the influence of alcoholic beverages or narcotics.
22. Carrying firearms or other dangerous weapons on University premises.
23. Disclosure of confidential University information to unauthorized persons.
24. Smoking in unauthorized areas.

- 25. Threatening co-workers with physical harm or slandering another employee.
- 26. Sleeping during working hours.
- 27. Use of office equipment (telephones, cell phone, copiers, computers, radios, etc.) is strictly prohibited unless authorized by your supervisor.
- 28. Student workers are not to be in any unauthorized part of a building at any time unless cleaning that area.
- 29. Lunch and break periods are to be taken in the student lounges only, not in offices.
- 30. Failing to clean and return all equipment to its respective storage place at the end of your shift.
- 31. Use of computer for inappropriate use is prohibited.

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Student signature

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Date

Signing this form does not constitute agreement or disagreement with the rules and procedures outlined. It merely means that you were given a copy of this document, and you have read it and understand its contents.