



Student Employee Work Guidelines and Expectations

Policy Objective

To promote a high level of customer service through efficient and effective use of student employees providing services to the campus community.

Policy Statement

Physical Plant departments rely heavily on the use of student employees to assist in the performance of a variety of essential functions to the campus community in the most appropriate, customer service-oriented, and cost-effective manner.

Application

This policy applies to all Physical Plant departments that employ student workers.

Policy Requirements

It is the responsibility of departments to manage student employees in a way that will ensure that the variety of services we provide to the campus community are provided in the most appropriate, customer service-oriented, and cost-effective manner.

Effective immediately, student employees will be required to follow the expectations and guidelines outlined in this policy. Physical Plant departmental managers will be required to enforce the work rules and conduct expected of student employees while on the job.

General Guidelines:

Detailed below are guidelines with what is expected of a student employee. In accepting an on-campus position, students assume work responsibilities for which they will be held accountable. By accepting employment with a Physical Plant department, you become a valued and critical part of a dedicated team of staff that takes pride in our service and stewardship mission at the University. To assist student employees in the successful incorporation of their talents in the Physical Plant work force, please take the time to read the information outlined in this policy. This list is not intended to be inclusive but rather serves as a general guide of performance standards and expectations.

General performance standards and expectations are listed below:

1. Student employees are expected to handle themselves in a business-like manner when dealing with faculty, staff, visitors, and students.
2. Student employees are expected to report to work on time and alert their supervisor that they are reporting for work.

3. Student employees are expected to punch out and back in for your meal break, which will be 30 minutes, no longer unless you have previous consent from your supervisor to take a break longer than 30 minutes. However it is only necessary to take a meal break if you are working in excess of 5 hours consecutively. If you work more than 5 hours in a day, you must take a 30 minute meal break. If you forget to punch in and out for your meal break, 30 minutes will still be deducted for each shift over 5 hours. You do not need to punch out for 15 minute breaks.
4. Assigned, paid breaks are 15 minutes long. You get one 15 minute break for each 4 consecutive hours worked but only if you are working 4 or more consecutive hours. You do not receive a 15 minute break if you work less than 4 hours.
5. Once you have determined your schedule for the semester, it is important that you adhere to the hours you have agreed to work. If you need to be absent from work, you should request permission in advance from your supervisor. If you are unable to request permission in advance, you must notify your supervisor within 15 minutes after the start of your shift on the first day and each subsequent day thereafter. Excessive absences are to be avoided.
6. All scheduled leave from work must be pre-approved by your supervisor.
7. A schedule of hours you are available to work should be provided to your supervisor prior to the first week of classes each semester you wish to return, as we understand your availability may change each semester.
8. Student employees must notify respective departmental supervisors if a class is cancelled or dropped and the student is requesting to work during that time period.
9. Request for excused absence forms are to be recorded with designated staff and/or supervisors (see copy of form).
10. If your work schedule needs to be changed for holiday breaks, final exam week, etc., student employees must notify the department supervisor one week in advance.
11. Students must be registered for a minimum of six credit hours during the semester in order to be eligible for employment. Summer semester is the exception to this; however, if you are not registered for summer classes, you must be registered for the following fall semester to continue employment.
12. Student employees must have a valid Ferris State University ID card to record time via the Kronos electronic timekeeping system. You are required to use your student id to punch in and out, even for meal breaks. Punching correctly is one of your job duties and is required. If you forget your id, forget to punch in or out, or are having technical difficulties with your card, please notify your supervisor as soon as possible.
13. Student employees must use their assigned timeclock when punching in and out.
14. Use of cell phones or computers while punched in is not allowed and is reason for termination without warning. The exception to this is if a computer is required to complete your job duties.
15. Abuse of Ferris equipment/vehicles will not be tolerated and is reason for termination.
16. Student employees should immediately bring to their employer's attention any problems or concerns they have pertaining to their job.
17. Student employees should perform duties assigned to the best of their ability.
18. Student employees should dress appropriately for the job as specified by their employer.
19. Smoking is not permitted anywhere in the buildings, this includes vehicles. If you smoke, you must smoke outside, 25 feet from the building. You may only smoke while on your 15 minute break or lunch. Do not leave cigarette butts on the ground. You are responsible to pick them up and safely dispose of them.
20. You must wear your seat belt at all times in a moving vehicle.
21. Student employees are expected to park in the designated areas (i.e., Lot #47 for students with Residence Hall parking permits; Lot #20 for Commuter parking permits; for students who report to the General Services building for work). Failure to park where specified will result in one warning with subsequent violations resulting in a loss of employment.
22. Your employment with the Physical Plant is essential to the overall efficiency of the department. Therefore, it is important to adhere to the above student employee expectations.

Guide of Unacceptable Behavior:

Work rules minimize the chance that any student 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 corrective disciplinary action up to and including 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. One warning will be permitted per semester; the second offense will result in termination of employment.
2. Failure to notify your supervisor within 15 minutes after the start of your shift that you will be late or absent.
3. Unsatisfactory work performance.
4. Loafing or other abuse of time during assigned work hours including unauthorized campus tours in university vehicles. If on campus assignment is complete and your designated staff representative and/or supervisor are not available, report back to the Physical Plant for reassignment.
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 email on University time.
8. Failure to record time on Kronos as instructed.
9. Recording time on Kronos for another employee or permitting another employee to record your time using your ID.
10. Violation of a safety rule (see Physical Plant Safety Manual located in each department).
11. Destruction, defacement, or mutilation of University property due to negligence or intentionally done.
12. Violation of security regulations.
13. The taking of rest and/or lunch periods in unauthorized times. This includes unauthorized extensions of these break times. Lunch breaks are to be recorded by the Kronos timekeeping system.
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 issued by a supervisor.
17. Falsify any University record.
18. Leaving University property during work hours without prior permission from supervisor.
19. Gambling of any kind on University property.
20. Fighting or the use of abusive language on university property (including written material).
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 property.
23. Disclosure of confidential University information to unauthorized persons.
24. Smoking in unauthorized areas including FSU vehicles.
25. Threatening co-workers with physical harm or slandering another employee including the use of inappropriate and/or offensive language.
26. Sleeping during working hours.
27. Use of office equipment (telephones, copiers, computers, radios, etc.) is strictly prohibited unless authorized by your supervisor.
28. Being in any unauthorized part of a building or other area at any time.
29. Failure to clean and return all equipment to its designated storage area at the end of the shift.
30. Personal use of cell phones is permitted only during rest or lunch periods. You will receive two warnings with the third offense resulting in termination of employment.

Monitoring

In monitoring a department's administration of this policy, the Associate Vice President for Physical Plant will rely on evidence of the extent to which student employees are being effectively managed and utilized. Adherence to these guidelines will be expected by everyone involved. Other work rules may be incorporated by respective departments if the work rules and conduct center around specific tasks dictated by each respective area. These work rules and guidelines are available in the Physical Plant departmental offices for each student employee.

Inquiries

Inquiries about this policy should be referred to the responsible administrative personnel in each respective department who, in turn, may direct questions regarding policy interpretation to the following:

Associate Vice President for Physical Plant

Appendix A – Incorporated Policies

Incorporated as a part of this policy is the Grounds Department Memo and Work Rules dated February 27, 2004 and Custodial Department Student Duties & Rules dated December 4, 2002.

Incorporated as part of this policy is the Business Policy dated January 2001 entitled "Drug Free Work Place" policy located on FSU's website at:

<http://www.ferris.edu/htmls/administration/buspolletter/bpl0101.htm>

Incorporated into this policy is the document entitled "Code of Student Community Standards" located on FSU's website at:

<http://www.ferris.edu/htmls/administration/StudentAffairs/sapl04-03-code-stdnt-comm-std.pdf>

Incorporated into this policy is the document entitled "Student Employee Handbook" located at:

<http://www.ferris.edu/admissions/financialaid/studentemployment/handbooktoc.htm>

Receipt of Policy:

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.

Student Signature

Date