

INDIANA STATE UNIVERSITY COLLEGE OF TECHNOLOGY

Employment Policies for AETM Department Student Assistants

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<i>Supervisor</i>	<i>Email</i>	<i>Office Phone</i>	<i>Cell Phone</i>

Requirements – All student employees will:

- Complete the Student Employment Information form provided by the office in which they are employed.
- Complete the online Student Assistant Orientation within 30 of their first day of employment.
- Be evaluated by the supervisor within 60 days. The supervisor will review the evaluation results with the student.

Student Responsibilities

Student employees should:

1. Set a schedule in advance of each semester with their supervisor and report when scheduled.
2. Arrive promptly and be ready to begin work immediately upon clocking in.
3. Clock in and out using the Kronos system and other requirements of the department.
4. Call in before scheduled work time to report absences or anticipated tardiness.
5. Perform assigned tasks willingly and in a satisfactory manner.
6. Work with supervisor to establish work goals and objectives.
7. Participate in annual performance evaluations.
8. Give sufficient (2 weeks if possible) notice when voluntarily terminating employment.

Absences/Tardiness

Excused:

- An excused absence is an absence that has been discussed with the supervisor BEFORE the absence.
 - To get an absence excused, contact your supervisor by phone, email, or in person.
- If you are sick, please contact your supervisor. You should call in **BEFORE** your shift begins.

Unexcused:

- Students are allowed three *unexcused* absences/tardies before being terminated.
- Students are allowed one *unexcused* absence/tardy, without reprimand. On the second unexcused absence/tardy, the student will be issued a verbal warning.
- On the third unexcused absence/tardy, the student will be issued a written warning.
- On the fourth unexcused absence/tardy, the student will be terminated.

Disciplinary Violations that are cause for a verbal or written warning which could be followed by termination include (but are not limited to) the following:

1. Insubordination
2. Disrespect for fellow employees, clients, or customers.
3. Doing homework during working hours without supervisor permission.
4. Use of work time for something other than work, (i.e. phone calls, socializing, excessive breaks).
5. Unsatisfactory work performance.
6. Repeated tardiness for work.
7. One "no show" for scheduled work time.

Dismissal Procedure has two steps and optional solutions.

Step1: Verbal warning to student from supervisor.

Option A: Situation is resolved, no further action necessary.

Option B: Any further offense is cause to proceed to Step 2.

Step 2: Students may be given a written warning. During that time it is recommended that the student and supervisor agree to specific expectations and changes. The student may be dismissed at any time during employment for either continued offenses or irreconcilable disagreements.

More serious violations justify immediate dismissal. Those violations include:

1. Theft of any kind
2. Extreme insubordination
3. Unauthorized use of university or supervisor's property
4. Communication of confidential information
5. Committing any violation after being given a written warning for the same offense
6. False reporting of hours worked

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Termination and Dismissal Failure to uphold your work place responsibilities could result in a verbal warning, a written warning, or dismissal.

Disciplinary actions are cumulative.

Student Dress Code Policy

It is the responsibility of the student employee to ask their supervisor if they are not sure of what is appropriate to wear to work. Additionally, it is the responsibility of the supervisor to promptly inform the student employee of any instances of inappropriate dress. Violation of the dress code may result in the student being asked to leave the work area. Students will not be able to make up hours missed at work due to being dismissed for a dress code violation. Repeated violations of the dress code guidelines may result in immediate termination.

ALLOWED	NOT ALLOWED
Jeans and shorts require departmental permission. Ask your supervisor.	Any clothing that reveals too much cleavage, your stomach, your underwear, or other private areas.
T-shirts – clean and not torn.	Any clothing that is promoting another university or is offensive (graphics or wording).
Shoes – any comfortable, clean pair that are safe for the working environment.	Clothes or shoes that are dirty, torn, or excessively wrinkled.
Ordinary make-up and jewelry. Cologne or perfume should be worn with restraint as some employees may be allergic.	Make-up, jewelry, perfume /cologne that is offensive or excessive.
Students may be required to wear specialized shirts or clothing during special events when representing the department.	

Telephones

- *Limited* personal use of the phone is admissible.
- If phone use is at anytime excessive or hindering yours or anyone else's ability to work, a verbal warning will be issued.
- After 3 verbal warnings, a formal written warning will be issued.

Computer Usage

- Personal email and social media use should be done on the student's own time, unless it pertains to the students office duties.
- Excessive personal use of the computer, including email, social media, and unauthorized school work that delays or obstructs the employee's ability to work will be considered a disciplinary violation and will be handled according to violation procedures outlined above.

Food and Drink

- Keep eating to a minimum and away from computer keyboards.
- Do not eat while clients/customers are in the office.
- **Clock out** if leaving to get food, unless approved by the supervisor.

Student Employee Confidentially Agreement Form

- I understand that in the course of my employment within any department at Indiana State University, I may have access to data involving a student's records. I understand that other confidential information will include, but not be limited to: academic standing information, address, class schedule, grades, and family income information.
- I understand that all this information is highly confidential.
- I agree that I will not reveal any information to any person other than staff or faculty member of Indiana State University who have a need to know in any fashion, including orally, in writing, or electronically. Those that need access to such information must be clarified by my immediate supervisor.
- I understand that failure to comply with this confidentiality agreement may result in discipline, up to and including termination of employment in this office.

Academic and Judicial Check Permission Slip

I understand that to be eligible for employment within the College of Technology, I must be in good academic and conduct standing. I authorize a review of my educational and judicial records to obtain this information.

Student Signature

Date