**(Add Departmental Logo)**

**Sample Student Employee Policies**

Supervisor will review each statement with student employee. Student employee will initial that the policy was discussed and any questions related to the policy were answered by supervisor.

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| **Student Employee:** | **Classification:** |
| **Job Description:** | |
| **Supervisor:** | **Date:** |

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| --- | --- | --- | --- |
| **Initials** | **Policies & Statements of Understanding** | | |
|  | **Dress Code:** Student employees will adhere to the designated dress code. Student employees who are in violation of the dress code will be sent home from their shift. If violations continue, the student employee will be written up. Each student will be provided one polo and two t-shirts. Polos must be returned to supervisor at the end of employment.  **Dress Code:**   * Mandatory student worker polo shirt or department T-shirt must be worn. * Name tag – if a student loses their name tag, they should let their supervisor know to get a replacement * Pants, shorts, skirts, leggings, and other athletic bottoms are permitted. Shorts and skirts must be an appropriate length. If shorts/skirts are too short, the student employee will be sent home from their shift. * Hairstyles must be neat and professional in appearance. | | |
|  | **Work Schedule:** Students should adhere to their designated work schedule, unless given approval from supervisor to adjust work hours. This includes clocking in early and staying late without designated approval. Violations of this policy can be considered payroll fraud.  Students are not permitted to work during a scheduled class – no exceptions.  It is important that students are on time for their shifts. Students will be written up for excessive tardiness.  If a student employee needs to miss a shift – they must communicate with their supervisor. If the student No Call/No Shows, they will be written up. After 3 write ups, employment will be terminated.  \*If at any point your schedule is too much, talk to your supervisor. We would rather try to fix the situation than seek disciplinary action. | | |
|  | **Timekeeping and Payroll:**  **Timekeeping**:  Students will clock in and out on the designated computers. Students must clock out for any breaks longer than a bathroom break. If the student is working over 5 hours, they must take an unpaid 30 minute lunch break.  When clocked in, students must be available for work.  **Workday:**  Students should record their time in Workday at then end of each shift. All time must be submitted for approval at the end of each week. | | |
|  | **Communication:** The department utilizes MS Outlook and MS Teams for communication. Detailed below is what form of communication is most appropriate for each scenario:  **Email**: All formal forms of communication. Time off requests, payroll issues, schedule issues, any questions etc.  **MS Teams**: Utilize while clocked in to message with any staff member from the Front Desk or Recruitment Center desk.  **Text**: Should only be used in case of emergency, if you can’t find your supervisor, if you are running late. Text should not be used for any formal requests and should not be utilized outside of 7:30 AM – 5:00 PM unless it is a true emergency. | | |
|  | **Technology:** Students should refrain from using personal devices while working unless your work is complete. Headphones are not allowed at any customer facing desk. If you need to take a personal call while at a customer facing desk, please grab another student employee or supervisor to maintain the desk while you step out. | | |
|  | **Office Equipment/Supplies:** LSU departmental supplies and equipment are for official use only. This includes the department computers, copier, and basic office supplies. | | |
|  | **Food Storage and Consumption:** Student workers have access to the staff kitchen and may use it to store food. No food should be stored in the Workroom or Front Desk.  All food except for small snacks should be consumed when not clocked in. Any exceptions should be approved by a supervisor. | | |
|  | **Confidentiality:** Student workers who have access to student data, will honor the confidentiality of any information pertaining to student records in coordination with FERPA. | | |
| Supervisor Signature: | | Date: |
| Student Employee Signature**\*:** | | Date: |

**\*By signing document, student employee acknowledges that they understand policy statements and that failing to comply with departmental student worker policies could result in disciplinary action and/or termination.**

**Disciplinary Action**:

Student employees may be written up for dress code violations, tardiness, and absenteeism. If a student employee is written up 3 times, their employment will be terminated for the remainder of the semester. The student employee will be allowed to reapply for the following semester.