

Student Employment Guidelines

STS Student Employment Guidelines

1.0 Time Tracking, Reporting and Paychecks

All students are required to sign in via Teams at the beginning of their shift and sign out at the end of their shift. **Failure to do so may result in non-payment (or time worked on a particular day).**

Student timesheets are to be completed according to the general college payroll schedule posted in the student employment database. Please remember that the student employment database can be checked to see the status of submitted timesheets to be sure the supervisor has signed the sheet by **9:00 a.m. of due date.**

If the timesheet is submitted to the supervisor after the posted date, payment for time work will be included in the next payroll cycle. It is the responsibility of the student to ensure that timesheets are submitted as required.

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2.0 Shift Changes

Communicated via email, shift changes must have prior approval from your supervisor before the shift starts. There may be times when we may ask you to either come in earlier or stay later for a shift. This is not a common occurrence but a possibility.

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3.0 Absences per Semester

Student employees are expected to show up for work as scheduled for the entire semester. **The dates that are optional include: scheduled school breaks, mid-terms, reading period, and final exams.** You must follow the procedures in the following paragraph to request time off. Please consider all of this and allow time in your schedule for study and projects when submitting your final availability to your supervisor.

You can schedule planned absences a minimum of one (1) week in advance without penalty. Please use the Teams to submit your request to your supervisor.

Student employees must contact (call or email) the supervisor at least **one hour** of scheduled start time to report an unplanned absence. Failure to do so is considered a "no call, no show" and the student is subject to removal from the schedule for 2 days. **Please attempt to find someone to cover your shift when you have to be out.**

Upon the second (2nd) unplanned absence or "no call, no show", student employees are subject to removal from the schedule at the discretion of the supervisor. In the event of a third occurrence, student employees are subject to termination.

Illnesses (including parents and children) are call-ins with special consideration. Student employees must email supervisor at least **one hour** of scheduled start time. Your supervisor may request a notice from your doctor or student health services.

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4.0 Expectations

- Your supervisor will communicate specific job responsibilities and procedures. Please ask questions to ensure understanding of job specific requirements.
- All student employees are expected to arrive on time per work schedule and work until scheduled end time, unless otherwise arranged with the supervisor.
- Areas of improvement related to job performance will be brought to your attention. Continued practice of inability to meet expectations may result in termination of employment.
- **Insubordination to and confrontation with faculty and staff are not permitted.** Any concerns with faculty and staff should immediately be brought to the attention of your supervisor who will handle the matter for you.
- **Confrontations with students are not permitted.** Any concerns with students should immediately be brought to the attention of your supervisor who will handle the matter for you.
- **All students are expected to wear their STS issued ID badges during their entire shift.**
- Students are expected to dress appropriately for an IT work environment, which may include moving computers and occasionally getting on the floor in relation to setting up equipment.
- Student employment is a training ground for professional employment and presenting oneself well is important. A student worker is expected to report to work in clothes that are neat and clean and that appropriately reflect the core values of the College, as well as the specific position he or she holds. Clothing must appropriately cover and properly fit the body. Clothing exposing mid-section of the body or excessively exposing the chest is not permitted. Jeans or pants which expose the top of your undergarments are not permitted. When in question, the supervisor has the discretion to make decisions on what constitutes appropriate attire.
- Comfortable shoes are highly recommended. If you work with computer equipment, please protect your feet from falling or shifting equipment.
- All student employees are required to completed all assigned job related training courses.
- Students are required to check their Spelman email and Teams frequently for updates and important communications.

Violation of any of the expectations may result in dismissal from the shift. Repeated violations may result in termination of employment.

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SPELMAN COLLEGE CONFIDENTIALITY POLICY

The College is firmly committed to protecting the privacy of all employees, students, donors and other constituents. We are committed to doing this in ways that are reasonable and consistent with good operational practices.

In conducting College business, we agree to abide by the following confidentiality principles.

1. Access only those records required to perform your duties.
2. Handle all information accessed with the highest degree of confidentiality, including but not limited to making this information available to other parties.
3. Restrict access to all confidential records to those who have proper authorization and legitimate business reason, unless otherwise required by law.
4. Dispose of information in a secure manner.
5. When leaving your desk, make sure you have signed off of or secured your system.
6. Never give out your password.
7. Never access or update your own record or that of a friend or relative unless authorized by your supervisor.

VIOLATIONS

Violations of the College's confidentiality policy could include, but are not limited to the following:

1. Releasing, altering, duplicating or discussing personnel data, to include salary, social security numbers, nonpublished addresses and phone numbers, medical, disciplinary and other confidential records.
2. Releasing, altering, duplicating or discussing non-public student information, including GPA, grades, birth, medical, disciplinary and other confidential records.
3. Abusing global access to records, and thereby releasing, altering, duplicating or discussing those records (e.g. computer professionals, executives, or those obtaining illegal access to records).
4. Sharing computer security passwords that would allow unauthorized access to records and/or unauthorized use of resetting passwords without a service ticket.
5. Inappropriate use of IT resources will not be tolerated to include printing unauthorized ID Cards.
6. Other violations that result in the unauthorized release of College records.

Violations of the confidentiality policy will result in strong disciplinary actions, up to and including termination of employment, expulsion from the College and legal actions.

Your signature on this form indicates you have read, understood and agreed to abide by this policy.

Name (Please Print)

Signature

Date