

# Student Responsibilities

As students are hired, they become trusted members of a work unit that depends on them. Therefore, the supervisor may reasonably expect the student to:

## *Professionalism*

- Notify each supervisor if employed in more than one position on campus.
- Notify supervisor of any job-related accident.
- Producing quality work with a cooperative and positive attitude.
- Treat your co-workers and supervisors with respect and consideration.
- Complete job duties as assigned and requested, and not conducting personal business (homework, email, texting, phone calls, web use, etc.) unless first approved by your supervisor.
- Report ready to work at the scheduled time and complete your scheduled shift.

## *Timesheets and Schedules*

- Notify the supervisor as soon as possible of any changes in work schedule and of projects and exams which may interfere with the work schedule.
- Ask permission, in a timely manner, from your supervisor for planned or unexpected absences. Tardiness and unexcused or excessive absences are grounds for disciplinary action or dismissal from the job.
- Keep an accurate record of hours worked.
- Submit your electronic timesheet to supervisor on time.
- Remember that you **cannot** work during scheduled class times.

## *Policies*

- Adhere to any confidentiality/security agreements set forth by employer.
- Notify Human Resource Services of any problems with a supervisor or work situation that cannot be resolved.
- Follow department rules concerning appropriate dress, use of office equipment and supplies, use of phones and computers, etc.



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