

**Office of Financial Aid/Student Employment Office  
Student Employee Employment Policy (effective 01/29/18)**

All student employees of the Student Employment Office in the Office of Financial Aid are required to adhere to the Student Employee Employment Policy.

The policy is as follows:

**I. No studying on the job**

**II. Attendance**

- Essential to contact office in advance via email to Tammy and Amy
- Absences require advanced notification
  - Third absence – Counseling (with Amy and Tammy)
  - Fourth absence – Written reprimand and warning
  - Fifth absence – Termination
- No Shows
  - First No Show – Written reprimand and warning
  - Second No Show – Termination
- Excused Absences require documentation (court or doctor)
- Tardiness - Every two equal one absence

**III. Breaks**

- Unpaid break after 5 hours of work
- Breakfast or lunch must be eaten *before* you sign in

**IV. Use of Technology**

- No cell phones out/visible/audible in the workplace (if there is an emergency, please let Tammy know that you need your phone out at the start of your shift)
- No cell phone use of any kind (texting, social media, playing games, phone calls, etc.)
  - First-Third offense – You will be asked to put your phone away for the remainder of your shift
  - Fourth offense – Written reprimand and warning
  - Fifth offense onward – Written reprimand and you will be sent home and you will not be allowed to make up the missed hours. *Repeated abuse of the no cell phone policy may result in termination.*
- No personal phone calls on office phone
- No headphones/earbuds/iPods/iPads in the workplace
- No personal emailing
- No surfing the internet for personal use
- No use of fax machine, copier, computer, printer for personal matters

**V. Dress Code**

- No tube tops, crop tops, beachwear or short shorts
- No coats or casual hats (winter hats, baseball hats, etc.)
- No t-shirts with suggestive sayings or images
- Undergarments must be fully covered

I have read, and agree to abide by, the Student Employee Employment Policy. I understand that any breach of the policies may result in termination from job with the Student Employment Office.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_