

## Student Employment Work Rules

There are many reasons to seek a job on campus:

- To earn money
- To gain valuable experience for your future career
- To build your resume
- To prepare you for the working world after graduation

The Student Employment Office not only helps you secure on-campus employment, but tries to fit your work with your field of study. By doing this, we try to see that your employment and your education compliment each other. It will also help you to establish good work habits that will serve you well beyond graduation. We view on-campus employment as the beginning steps in a life-long career, and to ensure success in that career, it is important that we prepare you with the tools and work ethic that you will need after graduation.

Employers today are seeking the skills you are obtaining through your coursework and eventual degree, but they are also seeking a less tangible aspect in an employee – someone who knows how to work – not how to do the job, but how to “work”, how to be a good employee. The following Student Employment Work Rules will help to guide you in being a good employee for Purdue University Calumet. Your work here will be something you can include in your resume, use as a reference, and show that you are able to balance work and school. On-campus jobs are real jobs, they pay real money, and they should be taken seriously. For these reasons, the following Work Rules have been established. If you should have any questions about these Work Rules, please speak with the Student Employment Coordinator.

### General Guidelines

The departmental supervisor will review work expectations and guidelines that are specific to the department. However there are general Work Rules that you will need to follow in any department you may work in:

- In most cases, you will only be allowed to work a maximum of 27 hours each week. Students with a 3.0 G.P.A., or higher, may be considered for more hours. The number of classes you are currently taking without any drops may also be taken into consideration. Your work hours may have to be decreased if they are having a negative impact on your education.
- There are many levels of positions on campus. Some will require a different level of dress or training than others. The Student Employment Coordinator and your direct supervisor will determine what dress and training are necessary for you based upon the job and your experience.
- Be sure to ask questions if you are unsure about any job duties.
- Report to work on time and work your scheduled hours, which should be determined prior to each new semester, with your supervisor.
- Dress according to the recommendations of your supervisor. Individual departments may specify dress guidelines specific to their department and your job. In general, dirty, torn, or offensive clothing will not be allowed (offensive in wording or graphics on clothing, or clothing that is too tight, revealing, etc. – not appropriate for most professional environments).
- If you find you are given confidential information about the university, faculty, staff, or students, do not release this information to anyone without your supervisor's permission. Breach of this clause will be cause for immediate termination.
- Discuss your work performance with your supervisor, and ask for copies of any written reviews.
- Provide sufficient notice to your supervisor and the Student Employment Coordinator (preferably two weeks) if you decide to leave your job for any reason. Try to speak with your supervisor and/or the Student Employment Coordinator prior to making this decision to try and resolve the problem.

## Attendance, Illness, and Time Off

- Your supervisor will establish standards for attendance and occasional variations in your work schedule.
- When planning medical treatment, consult with your supervisor and make a reasonable effort to schedule the leave so as not to disrupt the University's operations. If the sick leave is foreseeable, give your supervisor as much advance notice of the need for leave as is practical under the circumstances, use the below guideline as a reference. If the sick leave is not foreseeable, you, or another person on your behalf, must notify your supervisor no later than one hour after the scheduled start of the workday, unless instructed otherwise by your supervisor. If an employee fails to satisfy the foregoing notice requirements, an employee may be disciplined, up to and including termination.
- You do not earn pay when you are ill or on vacation. You are paid only for hours you actually work.
- Requests for preplanned unpaid time off need to be made to your supervisor in the following timeframe:
  - 1 Day = 1 week notice
  - 2 Days= 2 weeks notice
  - 3 Days = 3 weeks notice
  - 4/5 Days= 1 month notice
- Unplanned time off will be granted at the discretion of your supervisor.
- If you are absent due to illness for more than three (3) consecutively scheduled work days, you may be asked to bring in a doctor's release.

## Training

- There are some departments on campus where high levels of customer service skills are required. You may be asked to attend customer service training prior to or during your employment with one of these departments. This training is to ensure that our student staff knows what is expected of them in their positions, and to give them work skills that can be used in positions well after graduation.
- You will be notified by your supervisor if there are job appropriate trainings that you will need to attend.
- Failure to follow training guidelines (for example – failure to properly use personal protective equipment (PPE)) may result in work reprimand.

## Other

- Theft or destruction of Purdue University Calumet property or supplies will result in a full legal investigation up to and including prosecution and termination.
- Please discuss any policies and procedures that are unique to your new department with your supervisor (such as studying on the job).

I understand and agree to abide by the above work rules: \_\_\_\_\_  
Student **Employee** Signature - Date

I have explained the above work rules to this student: \_\_\_\_\_  
**Supervisor** Signature - Department - Date