

Effective: 1/22/01 Revised : 1/28/03 Revised: 7/03/03 Revised:7/14/04 Revised:8/11/05Revised:
5/09/06,Revised: 4/12/07; Revised: Summer 2007, Revised: Summer 2008, Revised: 1/06/09

Must be read and signed by the student.

Media Services A/V Student Employee Policies

1. MS student employees are expected to present a positive attitude and image to the University community.
2. All MS student employees must attend mandatory training sessions.
3. Students should not wear flip-flops or open-toed footwear while working.
4. Those working over 6 hours must take a ½ hour break, and this break must be noted on the sign-in sheet and timesheet. In addition, each student will be given a 15-minute break on each shift. Cigarette breaks, trips to the cafeteria or snack bar, and any other personal business will be counted towards this break. The 15-minute break does not need to be noted on the timesheet. Student employees must inform their supervisor when they are going on a break.
5. Students must follow all school and media services safety procedures while operating golf carts.
6. Rick Kelly will handle all scheduling and disciplinary concerns.
7. It is the student's responsibility to fill in the sign-in sheet (and have it signed by a supervisor) at the beginning and end of shifts.
8. Obviously, students must show up and be on time for an assigned shift. **A supervisor must be directly notified of tardiness or absence at least two hours before the beginning of the assigned shift. (3157 or e-mail rwumediaseservices@gmail.com)**
9. Students should never sit at staff desks or in the duplication area.
10. No more than eight students will be assigned to a shift, so there should be adequate seating for all. Permission to make up or work extra hours must be granted by a shift supervisor. There will be times when there are already eight students working, so permission may not be granted to make up hours or work extra.

Disciplinary Process:

1. Any infringement of the above policies may result in a warning. **Any student absent three times without calling or e-mailing at least two hours in advance will be dismissed the third time without advance notification.** There will be no exceptions to this rule.
2. If a student misses a shift four times (for whatever reason, with or without notice), that shift and those hours will be dropped permanently from the student's schedule.
3. Falsification of hours worked is against the law and could result in the judicial prosecution of a student.

I have read and understand the above policies.

Print Name: _____

Date: _____

Signature: _____