

STUDENT EMPLOYMENT

Eligibility:

Semester Eligibility—You may not be employed prior to the first payroll calendar day of your first semester of enrollment. If you graduate, or complete an academic semester and will not be enrolling in the following semester, you may continue to be employed as a student hourly only through the last day of the student hourly pay period of the completed semester. If you withdraw from school during a semester, you are no longer eligible for student employment as of the date of withdrawal.

Summer Eligibility—If you have been accepted for fall enrollment, or are continuing in the fall semester after completion of the spring semester or are enrolled during the summer, you are eligible for summer employment.

International students on a visa may not work more than 20 hours per week during the academic semesters.

Student Responsibilities:

- To maintain enrollment necessary for student employment eligibility.
- To coordinate your work hours with your supervisor according to the department's needs and your own class and study schedule.
- To perform assigned duties promptly and competently.
- To be dependable and always report to work on time.
- To arrive at the office prepared to work - refrain from studying or conducting personal business (phone/email) on the job.
- To refrain from having family or friends visit during scheduled work times.
- To not work at your job during times you are scheduled to be in class.
- To observe policies on confidentiality for all University, department and student records, and information.
- To schedule your lunch and rest breaks in advance and get your supervisor's approval.
- To not eat or study during your scheduled shift, unless approved by your supervisor.
- To maintain appropriate dress and personal grooming.
- To notify your supervisor in advance if you will be absent from work.
- To keep an accurate record of hours worked and submit payroll information by the stated deadlines.
- To inform your supervisor of any plans to end employment. The customary notification time period is two weeks.
- To provide excellent customer service and civility in the workplace.

Injuries

If you've sustained an injury or contracted an illness at work, please notify your supervisor as soon as possible. This is true even in circumstances where your injuries or illness may be minor and do not require medical treatment.

Your respective department may have additional expectations related to your student position.