

Rose-Hulman Institute of Technology's Facilities Operations

Student Employee Statement of Rights and Responsibilities

This is to welcome you as a student employee of Rose-Hulman Institute of Technology. The work you will be performing is important to the Institute as a whole -- the students, faculty and staff. To assist you in your role as a student employee, it is important that you understand the rules and regulations that apply to student employees within Facilities Operations.

SUPERVISION

Student employees are requested to report to their assigned supervisor, or their appointed representative, at the beginning of each work shift. Students will be assigned by the student employment coordinator to a particular unit within the department and will be responsible to the individual in charge of that unit for the duration of the assigned tasks.

If a problem arises between a student and a supervisor, the student and/or supervisor should attempt to resolve the problem. Students or supervisors who cannot resolve the problem should bring the problem to the attention of the supervisor's supervisor.

WORK SCHEDULE

Student employee work schedules will be determined each quarter in accordance with the student's class schedule. Students are not allowed to work during their scheduled class times. If a student's class is cancelled and the student wishes to work, it should be noted on the timesheet, thus making the period a legitimate one.

Work schedules will be determined by personnel needs within each section. Consideration will be given to special circumstances when possible. When establishing work schedules, students should plan to be available to work whenever they are not in class. Students are expected to plan their studies, projects, and extra-curricular activities around both their classes and work schedules.

ILLNESS OR OTHER EMERGENCY

In the event of illness or other emergency, students must notify their workplace for each scheduled work period. If the student knows in advance that he/she will be out for several days, the student should communicate that information to their supervisor or the student employment coordinator if their supervisor is not available.

SAFETY

Facilities Operations strives to maintain a safe work environment for all employees. Therefore, all Institute employees must comply with all safety procedures, guidelines and standards while performing any work for the Institute. If applicable, this may include the use

of safety glasses, adherence to vehicle operating procedures, etc. Failure to comply with safety guidelines may result in immediate dismissal. Employees must attend any training seminars or programs that are required by Rose-Hulman Institute of Technology, state or federal laws. It is the responsibility of each employee to report any condition that may cause personal injury or property damage.

Any injury that occurs at work, no matter how slight, or any accident that causes damage to property, must be reported to a supervisor. Should you be injured at work seek assistance immediately. If able, contact your supervisor or a Facilities Operations Worker Compensation Coordinator. If necessary, contact Security at 877-8590.

TIMESHEETS

Student timesheets are completed on-line. The procedure for processing can be found at the link below:

<http://www.rose-hulman.edu/HR/PayrollWebpage/Student%20Time%20Entry%20Procedures.ppt>

DRESS CODE

Student employees are expected to dress in a professional manner as it relates to the area of the Institute for which they are working. Impressions are often formed through the dress and manner of its employees. Students inappropriately attired may be asked to leave and return with appropriate clothing. All students are expected to dress within the acceptable standards of the community and in such a manner as to contribute to the academic atmosphere, not detract from it.

It is unacceptable to wear clothing to work with lettering or advertisement other than Rose-Hulman logos or lettering.

Crop tops, halter tops, spaghetti strap tops, and strapless dresses and tops are unacceptable. Shirts and blouses must cover the entire torso at all times, even in movement. Low cut or tight fitting tops are not acceptable.

The length of a skirt, dress or shorts must extend to at least the student's mid-thigh.

A male's shirt should cover the entire crown of the shoulder.

Form-fitting pants and shorts, such as spandex or bicycle pants, may only be worn with another layer of clothing which meets the dress code. Torn pants are considered inappropriate, e.g., intentionally torn or cut.

Should you question the appropriateness of a particular article of clothing see your supervisor.

WORK EXPECTATIONS

Students should understand that assignments are expected to be completed in a timely and professional manner. Social conversation should be kept to a minimum and calls and visits

from friends are discouraged during work hours. Students who are scheduled to work a four hour time block are eligible for a fifteen minute break. Breaks cannot be saved to accumulate a larger block of time. Student employees who are working for more than six hours at a time should be provided a minimum of one-half hour paid meal break around the normal meal period.

CONFIDENTIALITY

Students should understand that all materials handled are strictly confidential and cannot be discussed outside the workplace or with other students employed in the workplace except in the completion of an assigned task.

FORMS

All student employees must complete Payroll Forms prior to employment. Contact Human Resources for Payroll forms.

All student employees must complete a Motor Vehicle Background Check Form and a Student Employee Emergency Contact Information Sheet prior to employment. Forms can be obtained and after completed returned to the Facilities Operations Student Employment Coordinator.

I have read and understand this document and I agree to adhere to all guidelines set forth therein.

Student Signature Date

Supervisor Signature Date