

STUDENT WORKER POLICIES AND CONTRACT

Program Purpose: The Federal Work-Study (FWS) Program gives part-time employment to undergraduate and graduate students who need the income to help meet the costs of post-secondary education. (SFA Handbook 03-04) All student workers, regardless of the source of funding, will follow these guidelines.

Student Name

Student Identification Number

As a student worker you are an integral part of the Midland College community that is charged with the effective completion of duties designed to support the mission of Midland College. All activities performed should be necessary to the fulfillment of that mission and serve the best interests of the college, community, students, and other entities that require our services.

This policy statement is designed to help clarify the expectations of the employing Department and Midland College of a student employee working in this area. Student workers should follow the guidelines listed below.

1. A student working on campus will be expected to complete duties as assigned by their supervisor. Although there may be some recurring duties, situations such as peak student traffic, employee absence, heavy processing, or other needs, necessitate that we all be flexible to perform any task necessary.
2. A student's work schedule is an agreement between the student and supervisor to work at certain times. The office depends on this schedule to accomplish its workload. It is extremely important that absence be avoided whenever possible but when necessary at least two (2) hours prior notice should be given. This notice should be given directly to your supervisor and not via a friend, co-worker, or other person. Make-up of missed work must be approved by your supervisor.
3. All work should be performed in such a manner as to not be a distraction to the operation of the office and to create an atmosphere conducive to good customer service.
4. As with any other employee of the college, the student who proves to be incompetent or unable to meet work requirements will be given prior warning regarding unmet expectations. This reprimand will be in writing and the student will acknowledge the reprimand as evidenced by his signature. If no correction is evident, the worker will be released from employment. Some situations may require immediate termination such as a blatant neglect of the rules or the breaking of any laws.
5. The release of information to any person other than those duly authorized to obtain the information, such as the Department of Education, a Midland College administrator, the Inspector General of the United States, or any legal entity with the proper documentation, is strictly prohibited by the college and the laws of the United States known as FERPA. To do so is grounds for immediate dismissal from employment. Any questions regarding the release of information should be handled by your supervisor or Director. Do not put yourself in a position where you could misinterpret regulations.
6. Students should dress appropriately for the work assigned. You may be in constant contact with the public and are representatives of Midland College.

7. A student should not expect to eat lunch as part of their duties. Arrangements should be made to take care of this activity before reporting to work.
8. If your supervisor permits you have your cell phone at work, it should not ring. If you don't want to turn off your cell phone completely, set it to vibrate. The sounds of different ring tones going off all the time can be very annoying to others. In addition, if the call is important or an emergency please inform your supervisor.
9. The use of any Midland College property or resources for personal use during work is strictly prohibited. This includes the phone, computer equipment, copier, and supplies. Any such activity should be approved in advance by the appropriate person.
10. The installation of software not owned by the College on any personal computer by an individual is prohibited due to the liability the College may incur when audited for copyright violations. The setup of a computer or tampering with a College's computer by personnel other than those duly instructed by the College is grounds for dismissal.

These guidelines are not meant to be totally inclusive and may be amended at any time that the Financial Aid Office or Midland College deems necessary. They are not meant to replace any law in force by the State of Texas or the United States.

Attached is a copy of the "Employee Conduct and Work Rules" statement from the Midland College Employee Handbook which is a supplement to this document.

IF I AM ACCEPTED AS A MIDLAND COLLEGE STUDENT WORKER I HEREBY AGREE TO THE ABOVE.

Signature of the Student Worker

Student Identification #

Date signed

Signature of Supervisor

Date

OFFICE USE ONLY

Verified by Job Placement Office: _____

SUBJECT: Employee Conduct and Work Rules

Midland College seeks to provide an environment where each employee is valued. The reputation that the college enjoys within the communities it serves is a direct result of the quality of its faculty and staff. It is the responsibility of each employee to maintain this tradition of excellence.

To assure orderly operations and provide the best possible work environment, Midland College expects its employees to follow rules of conduct that will protect the interests, well-being and safety of all employees, students and the College itself.

While it is not possible to list all the forms of behavior that are considered unacceptable in the workplace, the following lists some, but not all, of the examples of conduct that may result in disciplinary action, up to and including termination of employment:

- a. Theft or inappropriate removal or possession of property;
- b. Working under the influence of alcohol, non-prescribed inhalants or illegal drugs;
- c. Possession, distribution, sale, transfer or use of alcohol, non-prescribed inhalants or illegal drugs in the workplace, while on duty, or while operating College-owned vehicles or equipment;
- d. Fighting or threatening violence in the workplace;
- e. Negligence or improper conduct leading to damage of College-owned property;
- f. Sexual or other unlawful harassment;
- g. Possession of dangerous or unauthorized materials, such as firearms or explosives, in the workplace;
- h. Excessive and unauthorized absenteeism or any absence without notice or authorization;
- i. Unauthorized disclosure of confidential information;
- j. Delinquent indebtedness to Midland College;
- k. Violation of Midland College's policies; and
- l. Failure to perform duties as required.