

Professional Standards of Student Employment

- **PUNCTUALITY** - Student employees must be on time and must communicate with their supervisor if circumstances arise that will cause them to be late.
- **ABSENCE** - Student employees are responsible for contacting their supervisor in case of absence. All attempts should be made to give as much advance notice as possible.
- **PROCESSES** - Student employees should discuss office policies and procedures with their supervisor.
- **WORK ASSIGNMENTS** - The priority of the student employee is to gain experience that fosters a positive work ethic. If student employees do not have something to do, they should ask their supervisor for additional work or find something that needs to be done.
- **HOMEWORK** - During work hours, student employees must perform their work assignments. Homework, reading, and other personal work may be completed if no other work duties are required. For further clarification or permissions, student employees should speak with their direct supervisor(s).
- **RESPECT & PROFESSIONALISM** - Proper respect must be shown to college employees, other student employees, and students. It is expected that all employees will be courteous and helpful to others. Student employees are representatives of the university. They must present themselves in a professional manner, and are expected to not use their work time to socialize.
- **CONFIDENTIALITY** - Work-related information is confidential and should not be discussed with others. Any information a student may come in contact with during employment is strictly confidential. Information should not be discussed outside work under any circumstances. Any violation of confidentiality will be subject to discipline up to and including termination of employment.
- **EMERGENCY SITUATIONS IN THE WORK AREA** – If a work emergency arises, the student employee should first notify their supervisor. If the supervisor is not available, the student employee should call Campus Safety at 937-327-6363.
- **CELL PHONES** - Student employees are expected to be mindful of cell phone usage while working. Cell phone usage should not inhibit the student employee's ability to provide exceptional customer service.
- **DRESS CODE** - Student employees must report to work in appropriate attire. This should not be confused with casual recreational attire. Student employees should check with their supervisors regarding specific departmental dress code expectations.
- **POLITICAL ACTIVITY** - As a tax-exempt organization, the college may not endorse or oppose any candidate for public office or engage in more than minimal activity to influence legislation. Accordingly, the college expects all staff to scrupulously avoid anything that might appear to violate these restrictions on political activity. When representing the college as an employee, individuals should refrain from dressing, representing, or

conducting oneself in any way that is not politically neutral. The college is also prohibited from using campus mail for the distribution of political campaign materials.