

Recommended Department Student Employment Policies

Attendance Policy

Policies and practices with regard to work attendance and absences are defined, communicated to student employees, and enforced by individual departments. These policies should be made clear to potential student employees as early as possible in the hiring process. The policies and practices should also be documented and accessible to student workers after work has commenced. When preparing policies, supervisors may wish to account for absences due to the following reasons: 1) curricular or extracurricular activities 2) illness, and 3) personal circumstances. In these cases, student workers should be made aware of the appropriate communication channel, timing, and additional actions required to avoid an unexcused absence. Remember, student employees are students first.

Student employment call-off procedures state that:

- It is the student's responsibility to communicate with supervisor, per their instructions, regarding both planned and unplanned absences from work.
- Student employees are not entitled to any paid time off.
- In the event of illness or emergency, student workers should not be required to arrange for a substitute to assume their work shift.
- If the student is absent due to uncontrollable circumstances and is unable to notify the supervisor, allow the student to explain their situation when they return to work.
- If the student does not have a justifiable reason for their absence, or continues to miss work without proper notification, they are subject to appropriate disciplinary action based on written office policy.

Dress Code

Departments are encouraged to set their own dress code policies for student employees based on the type of work performed and the expectations of the position. These policies should be in writing and should be made available to every student employee when they are hired and should apply the policy equally to all student employees in the department.

Work Location

Student employment at Wittenberg is intended to be performed and supervised on campus. Therefore, student workers are generally not permitted to perform work remotely. Requests for



remote work must be submitted to the Office of Student Employment prior to remote work starting. Any previously approved remote work must be performed within the state of Ohio. Students who are living out of state are not eligible for remote work.

The full Remote Work Policy, adopted in 2020, can be found here- [Remote Work Policy](#)

Expectation Setting

Communicate the job standards and expectations to your student employees. One can't assume that these are self-evident to the student, even though they may seem obvious to you. Supervisors are encouraged to document unique departmental policies and make them accessible to student workers as early in the hiring process as possible. Ideally, these will also be available for reference by student workers after being hired. This ensures that everyone is clear on expectations and allows time for questions. Supervisors can decide to make changes to policies as student work programs evolve, but should notify student workers of changes in order to keep expectations transparent at all times. All expectations should be equally applied to all student employees.