



CONGRATULATIONS on your job as a student employee at Western Kentucky University's SKyTeach program. In accepting this position, you have assumed certain rights and responsibilities for which you will be held accountable.

Your expectations as student employee are outlined below.

### **Student Employee Rights & Responsibilities**

Your *RIGHTS* as a student employee:

To be treated fairly by your supervisor and WKU.

To know what is expected of you concerning your work schedule, duties, and other requirements made by the supervisor.

To be informed about your work performance through evaluations.

Your *RESPONSIBILITIES* as a student employee:

As a student employee, you make a commitment to your employer that you will perform your job duties assigned to you to the best of your abilities. Student employee positions are real jobs and should be treated as such. Consider your job an opportunity for professional development and an excellent occasion for you to build skills. In addition, your supervisor may later serve as an employment reference and can be excellent source for letters of recommendation.

### Workplace Conduct

As representatives of the program, SKyTeach expects you to exhibit professionalism on the job and in your contact with others. Professional conduct can range from the manner in which you answer the telephone or address a visitor to the integrity and honesty with which you perform your work. Keep in mind that you are also a representative of WKU whenever you work.

### Attendance/Punctuality/Absences

You are expected to be present from your scheduled start time until the conclusion of your scheduled hours. Also, you should inform your supervisor in advance via email or telephone, if circumstances should prevent you from arriving to work on time, or if you need to leave early. If you must be absent from work, you should notify the supervisor by telephone or email prior to the absence.

### Performance

Always perform your assigned duties to the best of your ability and ask for clarification in order to complete each task accurately. If you are not able to complete an assignment because you don't have the necessary skills or training, inform your supervisor immediately.

### Confidentiality

If you have access to confidential materials, you are prohibited from sharing information with others or using it for any reason not connected with the official business. *DO NOT* release or share confidential information about other students to anyone, including family members of the student, either by phone or in person. Unauthorized release of confidential information is a serious violation of the Family Rights and Privacy Act (FERPA). Respect the records as if they contained your own personal information. *DO NOT* discuss department issues with anyone outside the department. *DO NOT* remove files or other materials from the work place. A breach of such confidentiality or any act of dishonesty may be just cause for your immediate dismissal.

### Workplace Attire

Student employment is a training ground for professional employment. You are expected to report to work in clothes that are modest, professional, neat, and that appropriately reflect the specific position you hold. When in question, the supervisor has the discretion to make decisions on what constitutes appropriate attire.

### Telephone & Internet Usage

Office telephones are an important means of conducting University business. Personal calls can interfere with important business calls and should be made only in an emergency. Urgent personal calls should be kept as brief as possible. It is also important to remember that you should not have extensive conversations on your cellular phone or constantly text message while at work. Students are expected to use computer and Internet resources for business and coursework only during work hours.

### Use of Property, Equipment and Resources

The use of SKyTeach property, equipment and resources is for business use only. You should report problems with equipment immediately to your supervisor. You are also responsible for understanding and complying with the University's Computer and Network Use policy.

### Public Relations

Listen carefully and give clear and polite responses to: other students, WKU employees and visitors.

### Resignations & Terminations

It is recommended that you give your supervisor a two-week notice if you plan to resign from your position. This will allow your supervisor some time to find a replacement for you. Remember that your supervisor may be giving you a work reference in the future, so be careful not to "burn your bridges".

Student employees are considered at-will employees and may be terminated at any time. Any student employee who consistently does not meet work expectations may be terminated at the request of SKyTeach.

*Below are examples of behaviors which may result in disciplinary action, including the possibility of immediate dismissal:*

- Excessive tardiness or absences without a legitimate excuse
- Carelessness or lack of attention that results in injury to property, person, or public relations
- Inappropriate conduct including profanity, physical violence, sexual misconduct and harassment
- Discourtesy or failure to work harmoniously with fellow employees
- Failure to serve the public with courtesy
- Breach of confidentiality
- Theft
- Being under the influence of drugs or alcohol while on duty
- Falsification of time reports

### Time Keeping

You are responsible for keeping track of your time worked on TopNet.

Your supervisor must check over the timesheet for accuracy and completeness prior to signing.

### **I have read, understand and agree to abide by these guidelines:**

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Name of student worker: \_\_\_\_\_

Signature of student worker: \_\_\_\_\_

Date: \_\_\_\_\_

Name of supervisor: \_\_\_\_\_

Signature of supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

*\*File one copy of this document with the supervisor's records, one copy filed with the SKyTeach Program Coordinator and one copy should be provided to the student worker.*

*\*This document must be on file PRIOR to the beginning of the student's work assignment.*