

Facilities Management

Student Worker Guidelines

(Review with student employee on or before the first day of work)

We are very happy to have you as an employee. We believe this is a great place to work and want you to feel the same. At any time during your employment you have any questions or concerns, please discuss them with your supervisor or a Facilities Management Manager.

Attendance

Make sure you know your work schedule and be here on time. If we schedule you when you have class, please tell us. You may not skip class to come to work. If you need time off for other reasons, please talk with your supervisor ahead of time.

If you are unable to work due to illness or an emergency, please give your supervisor as much advance notice as possible. Be sure you have your supervisor's contact information.

Behavior/Conduct

As a UNI Facilities Management employee, you represent the University and must act appropriately.

Working while under the influence of alcohol or any non-prescription drug is prohibited. The use of tobacco products on campus is also prohibited.

Your behavior away from work could reflect badly on us. If you get in serious trouble on or off campus, you may be called in to talk to your supervisor about your future employment with us.

Break/Lunch Time

Students are eligible for a paid 15 minute break for each work period consisting of 3 ½ consecutive hours. Students working more than 5 consecutive hours are eligible for one unpaid lunch break, typically not to exceed 30 minutes.

Cell Phone & Headphone Use

Please set cell phones to vibrate and avoid personal calls and texts while working. If you are considered Office Staff, please do not use headphones while working. If you are considered Shop/Grounds Staff, please discuss headphone use with your supervisor beforehand.

Computer/Social Media Use

Please use the computer for Facilities Management business only.

Confidential or Restricted Information

If you have access to restricted data or private information regarding UNI employees, this information must be treated as confidential and must not be shared with others outside of the Facilities Management.

Dress Code

As a UNI Facilities Management employee, you represent the University and must dress appropriately. Students are expected to demonstrate good judgement and professional taste.

You are not allowed to wear clothing with names or logos of colleges or universities other than UNI or the Panthers.

Students working outside of the Facilities Management Office (the shops, other buildings, grounds) will be loaned T-shirts to identify you as a Facilities Management employee. Do not alter these t-shirts in any way. You will be expected to give these shirts back on your last day of employment, please be sure to wash them beforehand. Some jobs may require steel toe safety shoes or boots. The Facilities Management will reimburse the actual reasonable cost of required safety shoes up to \$50 with a valid receipt, upon the completion of one semester of employment.

Driving University Vehicles/Equipment

If your job requires you to drive a university vehicle or operate equipment requiring a driver's license, you must provide your driver's license to Motor Pool and pass a license check each semester. Motor Pool is located in the Facilities Management building front office.

Equal Opportunity, Non-Discrimination

We are committed to a workplace free of discrimination and harassment. If you have any questions or concerns, please discuss them with your supervisor or a Facilities Management Manager. Please see the UNI Office of Compliance and Equity Management webpage (<http://www.uni.edu/equity/>) for further information.

Injuries/Accidents

If you are injured at work or have an accident, you must report the incident to your supervisor immediately.

Safety Training

Every Facilities Management student employee must complete safety training, provided by the Environmental Health & Safety department on campus, within the first two weeks of employment.

Timecard/Paycheck

You must complete your electronic timecard every week or you won't get paid. Some students may be required to do a second paper time sheet for internal cost reporting. Check with your supervisor for due dates. On-campus student employees are paid bi-weekly. Facilities Management student employees typically start at \$8.50 per hour and are eligible for regular increases.

Please see the UNI Office of Career Services webpage (<http://www.uni.edu/careerservices/campus-jobs>) for further information on eligibility, maximum hours per week, payment schedule, etc. Students can work up to 20 hours per week during the academic year. During holiday breaks or summer months, students can work up to 40 hours per week.

Vacation/Sick Time

You are paid for actual hours worked (including break time). Students are not paid for holiday, vacation, or sick leave.

I accept the policies listed above and understand adherence to these guidelines is a condition of my employment.

Signature_____Date_____