



STUDENT EMPLOYEE RESPONSIBILITIES HANDOUT

- x Reporting more hours on your timesheet than you actually worked
- x Violation of the office policy on the confidentiality of student records and the use of office equipment
- x Working under the influence of alcohol, stimulants, or other drugs
- x Missing work for two consecutive days without notifying your Supervisor

BREAKS

Employees who work six consecutive hours should take a 30 minute "off the clock" lunch break. For those working six hours or less, breaks will be a matter of agreement between the employee and employer. Breaks should not be taken in the work area. Do not eat or drink near computer work stations or at your work desk.

USE OF OFFICE AND TELEPHONES

Do not use the computers, copier, fax machine, or other office equipment for personal use. Students should not install any personal software on the office computers under any circumstances or download games or programs from the internet.

Personal phone calls should be made only when necessary and limited to a maximum of 5 minutes. Personal cell phones should be kept on "silent" so that incoming calls do not distract other workers. Please discourage family and friends from excessive calling during work hours

CONFIDENTIALITY OF STUDENT RECORDS

An important responsibility of the department you are working for is the confidentiality of student records. Records must be treated confidentially and professionally. They may be discussed only with individuals authorized to have access to educational records. Violation of this policy will violate the federal Family Educational Right to Privacy Act (FERPA), and may result in termination of employment.

