

# General Employee Expectations



- Reports to KUB Staff: Designated KUB Professional Staff.
- Eligibility: Must be currently enrolled at BU.  
Must be in good academic standing.  
Requires FASFA application and approval.
- Hours: Subject to building operations.  
Hours may not exceed 20hrs/week when taking classes.  
Hours may not exceed 37.5hrs/week when not taking classes.
- Additional Documents: Job Descriptions for: Operations Staff L1 & L2, [Technical Crew](#), Office Assistants, Reservations Assistants, Games Room Attendants, and Main Desk Assistants.
- Related BU [Policies](#): [PRP 4805](#) Drug Policy; [PRP 4810](#) Alcoholic Beverage Policy; [PRP 5253](#) Smoking Policy; [PRP 5205](#) Severe Weather Policy; [PRP 5292](#) Key Control Policy; [PRP 2550](#) Acceptable Use of Technology Policy, and Copyrighted Materials.

Please understand that the Student Activities (SA) office values your employment. Student Unions, such as the Kehr Union Building (KUB), could not effectively operate without utilizing student employment. Throughout your entire career, you have the ability to make choices affecting your employment standing. We hope that working here results in valuable experience, which will provide you with skills for success.

## SECTION 1. BU'S EMPLOYMENT POLICIES UNDER THE FEDERAL WORK-STUDY PROGRAM

Student employment in the KUB is funded by the [Federal Work-Study \(FWS\) Program](#) which is administered by the [Office of Federal Student Aid \(FSA\)](#). These jobs offer opportunities for students to earn supplemental income for higher education expenses, develop interpersonal skills, and gain valuable transferable experience. Bloomsburg University (BU) policy provides equal employment opportunities for all students regardless of age, race, creed, color, physical or mental disability, sex, national origin, or ancestry. Moreover, all BU students are subject to the same basic conditions of employment, regardless of the department for which they work. Many FWS opportunities complement student degree programs and career pursuits. Experience working in FWS positions typically allow and promote personal growth (Office of Financial Aid, 2011).

### One Job Rule

Under BU's Work-Study program, a student is permitted to hold only one Work-Study position at any one time. Since the program is constructed with the academic as well as the financial welfare of the student in mind, additional off-campus employment undertaken simultaneously with work under the student employment program is discouraged (Office of Financial Aid, 2011).

### Pre-Employment Requirements

Prior to beginning employment in the KUB:

1. A student must file a [Free Application for Federal Student Aid](#) (FASFA). KUB student employees must be eligible to receive funding through the FWS Program. Eligibility is determined by the FSA via the FASFA and must be submitted at the beginning of each year – usually after submitting taxes.
2. Under BU's policy [PRP 2410](#) on Background Screening, Protection of Minors, and Volunteerism; all professional staff and student employees must submit to, and successfully pass, Federal and State background clearances.
3. A student must complete all related [student employee payroll forms](#). All forms must be submitted to the student's designated KUB professional staff supervisor. Appropriate supporting documentation (i.e. Social Security card, official state ID/driver's license) must also be presented to the student's supervisor for inspection.

4. A placement card, received from the BU Financial Aid Office, authorizes a student's employment. Via a financial aid award letter, a student employee is notified of the maximum amount of money that he/she may earn under the Work-Study Program. The placement card is provided to the student employee's supervisor lists the dollar amount the student is permitted to earn during a specified time period.

The staff supervisor is responsible for requesting a placement card from the Financial Aid Office for every student in their employ. New placement cards are necessary each academic year and summer term, for both new and returning student employees.

When a student's maximum allowable gross earnings on FWS have been earned, the supervisor receives a revised placement card for State employment. The student may continue employment only if the department has the state funds to pay the student.

The placement card authorizes employment and upon its receipt by the staff supervisor, the student may begin work. Any time worked prior to the authorized start date on the placement card, or in excess of those hours specifically authorized by the Financial Aid Office, will be considered a donation of the student's time (Office of Financial Aid, 2011).

### **Drug-Free Workplace**

Under BU's [PRP 6950](#) Drug-Free Workplace Policy, the university receives federal grants and is, therefore, required to comply with the Drug-Free Work Place Act of 1988. BU has no intention of intruding into the private lives of its student employees; however, the university does retain the right and responsibility to expect each employee to report to work and to perform his or her duties in a manner that will not jeopardize the health and/or safety of co-workers or other students.

Any student employee who is at the workplace under the influence of alcohol or illegal drugs or who possesses or consumes alcohol or illegal drugs on the job or in the workplace is subject to university disciplinary action, up to and including dismissal from the university. The illegal manufacture, distribution, or sale of illegal substances on the premises is strictly prohibited and will constitute an offense warranting immediate employment dismissal. Any illegal substances found shall be turned over to an appropriate law enforcement agency (Office of Financial Aid, 2011).

### **Sexual Harassment**

Sexual harassment in the workplace is a violation of federal and state laws as well as university policy. The university defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational advancement, or
- submission to, or rejection of such conduct by an individual is used as the basis for an employment decision or an academic decision affecting that person, or
- Such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive working or learning environment.

The Office of Social Equity is available to assist all student employees and employers with sexual harassment problems or questions. All discussions are confidential.

Students may submit grievances concerning instances of sexual harassment under the student employee grievance procedure (Office of Financial Aid, 2011).

## **SECTION 2. KEHR UNION & STUDENT ACTIVITIES' GENERAL EMPLOYMENT POLICIES**

### **Behavior**

#### **Dress Code & Appearance**

Appropriate professional attire should be worn and at no time should employees wear excessively old or torn clothing, any type of cutoffs (including shorts and shirts), tank tops (males only), sweat pants, hoods, bandanas, sunglasses,



beanies, and hats. Students in operations and technology must also wear closed-toed shoes at all times. These types of apparel increase the chance of accidents and personal injury. Any violations of the dress code will result in the employee being sent home and losing the shift / or correcting the attire and staying on shift – repeated violations will result in a formal written reprimand. Appearance should be neat and clean using good personal hygiene.

Identification of student employees is a security clearance measure, facilitates employee identification by clients, and is **mandatory** for employment in specific job areas such as: Student Operations Staff, Tech Crew, and Events Management Staff. Reprinting of employee IDs due to loss or misplacement more than once per semester is subject to written reprimand. Staff shirts will be provided for students working in the above mentioned areas, and student employees **must** display building staff identification at all times **or** wear their employee provided shirts on shift.

### Workplace Behavior

Do not abuse KUB equipment or furnishings while working. Be considerate for the care of equipment, furnishing, and building vicinities when transporting equipment or furnishings around the building. Additionally, be aware of and monitor your behavior and remarks when working at all times. At no time should vulgar language be used during active employment. Causing or engaging in belligerent or excessively aggressive behavior, or fighting may be grounds for immediate employment dismissal.

### Campus Behavior

Involvement with inappropriate activities or actions off campus may have an effect on your employment status. The Dean of Students Office may also declare a student ineligible to work on-campus due to disciplinary or other actions.

### Attendance & Punctuality

It is your responsibility to know your schedule and to report to work on time for every scheduled shift. You are responsible for entering the hours you work on E-Time and signing-in and out on Shift Planner. You **must** electronically sign-in at one of the designated computers and also sign-out each time you arrive and depart from a shift – failure to do so will result as follows:

<b>Frequency / Occurrence</b>	<b>Shiftplanning.com</b>	<b>E-Time</b>
1 <sup>st</sup> Time	Verbal Warning	Verbal Warning
2 <sup>nd</sup> Time	Disciplinary Write-up	Disciplinary Write-up
3 <sup>rd</sup> Time	Disciplinary Action	Disciplinary Action

Arrive on time for every shift. Reporting for shifts more than seven (7) minutes late is unacceptable. You may only work your scheduled hours, unless asked to cover an additional shift by KUB professional staff. Random unscheduled employment appearances are unacceptable and are subject to disciplinary action. Shifts that can't be confirmed by either sign-in or out or through the shift report may result in lost hours as this is an employee's responsibility.

Never leave your shift early unless acknowledged and approved by KUB professional staff. If a student cannot work because of illness or an emergency or will be late for work, he/she must immediately notify his/her supervisor at least 30-minutes before the shift begins. Students unable to work during any portion of a regularly scheduled shift must find a substitute. Failure to find a substitute and have it verbally confirmed through the KUB office management team member or through Shift Planner will result in a "missed shift." All athletic events that conflict must also be covered through shift planner, well in advance.

Occasionally situations arise in which a student employee must miss work for reasons other than sickness, perhaps due to academic conflict. Student employees are expected to make every effort to plan academic, personal, and work schedules that do not conflict. Potential conflicts should be discussed at least two weeks in advance with staff supervisors. Any conflict in which the student is late is still subject to the items listed below; any missed shift is also subject to the consequences listed.



Tardiness and failure to provide adequate prior notice of absence (as determined by the supervisor) are considered grounds for disciplinary action (Office of Financial Aid, 2011). Failure to call due to lack of cell phone minutes is not acceptable.

During inclement weather, compressed schedules, and cancelled classes, the KUB may be open and shifts are not cancelled. Any missed shifts will be recorded and disciplinary action will occur, unless you find a replacement. Those students who commute should call their direct supervisor for further information. The KUB is considered an outlet for students during these times and KUB student staff is considered to be included among essential personnel as described in Essential Employees/Departments, Situation 3. "Employees assigned to these departments are expected to report for their scheduled shift in the event of a university delay/closing" (Human Resources and Labor Relations, 2011). See also PRP 5205 Severe Weather Policy.

### **Television, Laptops & Personal Entertainment Devices**

*Employees are not permitted to wear headphones, ear buds, or use of any type of headphones to listen to audio/video via personal entertainment devices including but not limited to iPods, iPads, or laptops during Work/Study employment hours.* Viewing or listening to class-related multi-media during Work/Study employment downtime or after all employment tasks are completed is permitted, but may be subject to verification. These devices should NOT be used when students are on-task working. CELL PHONE CALLS ARE NOT PERMITTED DURING ANY WORK HOURS (except family emergencies) and the OFFICE PHONES ARE NOT TO BE USED BY WORK STUDY EMPLOYEES (unless it is a part of their regular job description). In the event of an emergency – please inform one of the management team members you need to make a call – and excuse yourself from the office. Emergencies do not happen daily – abuse of this may be seen as a violation of policy and be subject to written / further disciplinary action. Texting is permitted during DOWNTIME ONLY. Cell phones should not be used during work periods or live events.

Employees **may not view** (including but not limited to) televised, recorded, live, or streaming broadcasts or material; and must not use the rooms including but not limited to the Games Room, the Ballroom, or the Hideaway for such purposes during active Work/Study employment hours. Exceptions exist for Program Board Films, natural and man-made disasters, emergencies and emergency alerts, severe weather information, and historical events. Continued misuse of computers or inappropriate content may result in disciplinary action.

### **Meals**

Do not assume that you will be able to eat a meal during your shift. Meals must be taken only when directed to do so by KUB professional staff, work group Area Coordinator, or the Building Operational Staff L2 on duty. Daily scheduled work must be completed prior to engaging in mealtime activities. Meals should not be taken at the beginning of a work shift.

DO NOT exit the building in order to eat in the Scranton Commons unless you are clocked-out.

DO NOT eat in the Husky Lounge unless you are clocked-out. Radio communications are disrupted in the Husky Lounge. Although food may be purchased and taken to other locations in the building during work shifts, you MUST remain accessible via interoffice radios and communication devices.

### **Games Room**

Playing billiards during active employment hours is unacceptable and is subject to disciplinary action.

### **Ethical Expectations**

As KUB employees and representatives of BU of PA, student employees are expected to exhibit the following ethical characteristics while working. The following insights and guidelines may prove helpful.

- ✓ As an employee your actions and reactions are an example to others.
- ✓ Know the rules and regulations governing students and staff on campus. Adhere to these rules, and promote them to others.



- ✓ Exhibit caution when in social relationships with other KUB employees. Your employment setting and responsibilities may require you to question the actions of others.
- ✓ Manage confidential and/or sensitive personal information objectively and constructively.
- ✓ When necessary, discuss and contrast employee issues and performance with Operations Staff L2 or KUB professional staff in a professional and confidential manner.
- ✓ Find constructive solutions to user or employee issues. Do not complain or take no action.
- ✓ Help individual employees to achieve personal and/or professional development as a result of being employed in the KUB.

A challenge of any work environment is responding professionally and appropriately to conflict while maintaining friendly and relaxed atmospheres and student relationships. Realistically, any employee or manager cannot anticipate genuinely befriending every person, student employee, or peer. Fairness, sincerity, tact, and consistency will gain respect, as well as provide student employees with the self-respect necessary to perform job functions.

### **SECTION 3. ORGANIZATIONAL & PERFORMANCE POLICIES**

#### **Key Policy**

You may be required to retrieve building master keys during your scheduled shift. All keys must be returned by the person who retrieved them at the end of his/her shift to the lock box. Always keep your keys on your person during your shift. All staff must use their own keys. Do not exchange keys among staff. You will be required to use your BU student ID to obtain keys during your KUB employment.

#### **Scheduling**

The KUB uses ShiftPlanning.com to track student employment time, attendance, and scheduling. All vacation time, shift switches, and schedule change requests must be entered at <http://bustudentactivities.humanity.com/>. Failure to activate your account and / or upload a recognizable profile picture of yourself after the first 10 days of employment is subject to disciplinary action. It is part of your responsibility as a KUB employee to know your schedule and report for all scheduled shifts. "I didn't know" IS NOT AN EXCUSE.

Regular work shift scheduling meetings are scheduled throughout the semester. Students must attend these meetings in order to schedule desired shifts and/or sufficient weekly hours. It is important that students communicate availability and any and all issues that may conflict with availability to work to the staff supervisor at least two weeks in advance. This availability is included on the work schedules to facilitate the accommodation of last minute schedule changes/additions, personnel sickness, emergencies, or updated building and/or event information. Look at it FREQUENTLY!

Considerations regarding your availability to work include: Weekends, weekdays when not in class, internships, test taking, Finals schedule, going home or traveling away from campus, bus schedules, appointments, extra-curricular sports, club sports, activities, meetings, Fraternity/Sorority related activities, other jobs, University programs, weather/man-made emergencies, religious observations, cultural practices.

*Meetings are a part of your employment. Attend all scheduled meetings pertaining, but not limited to training, team building, information sharing, and scheduling. Failure to attend a meeting may result in a missed shift and/or scheduling problems that may jeopardize your employment.*

*Attendance at any club/organizational meetings not immediately related to your employment while actively working a scheduled shift; and, regardless of meeting location, is unacceptable and is subject to disciplinary action. If you need to sign-out to attend some type of required meeting – a manager's approval is necessary.*



## Communication

Proper radio communication skills are expected at all times throughout your shift. Keep your issued radio and keys with you at all times. Misplacing either the keys or radio can result in disciplinary action. Staff members who are actively working are required to stay in the work area during downtime.

### Radio Communications

1	KUB Professional Staff
2	Operations Staff L2
3	Custodians
4	Main Desk Attendants
5	Games Room Attendants
6	Operations Staff L1
7	Events Management Staff
8	Tech Crew, Media Services Coordinator

## Injuries on the Job

Student employees may be eligible for Workers' Compensation when they are injured on the job.

### *Report an Injury*

The injured student or another person acting on the student's behalf must:

1. Report the injury immediately (within 24 hours) to the staff supervisor. Failure to report in a timely fashion may compromise the employee's right to claim benefits. Provide the following information: time, place/location, cause and nature of the injury, name, address and phone number of the injured student, name(s) of any witness(es)
2. Employee should seek appropriate medical treatment.
3. Employee must provide the university with copies of medical statements relating to any treatment or examination provided under the Workers' Compensation Act.

### *Staff Supervisor*

1. Will see that first aid or medical treatment is given where needed.
2. Will immediately evaluate the accident scene and take corrective action to prevent a recurrence.
3. Will complete and sign the Accident/Incident Form and submit all copies within 24 hours of the injury. The Accident/Incident Form is found on the "S" drive within the Human Resources folder of BU Documents. This report must contain all the information listed above in the first section under "To Report an Injury". The Accident/Incident Forms may be obtained at the Human Resources Office, Ext. 4415.
4. Will notify the Human Resources Office if the student is out for more than three work days as a result of a work-related injury.

### *Return to Work*

In order to return to work, an employee must submit a statement from his/her physician authorizing the return and listing any restrictions or limitations.

### *Investigations*

All absences due to an alleged accident will be investigated thoroughly by the employee's immediate supervisor and Human Resources. In cases where the claim is found to be fraudulent, it will be cause for immediate dismissal of the claim, and reasonable grounds for termination of employment (Office of Financial Aid, 2011).



## SECTION 4. ENTITLEMENTS & BENEFITS

### Benefits

Students are not eligible for benefits such as sick leave, holiday pay, vacation, or retirement, but they may be eligible for Workers' Compensation under provisions of Pennsylvania law (Office of Financial Aid, 2011).

### Work Breaks

A student employee is entitled to time off from job duties for rest and/or meal breaks, according to a schedule based on the length of his/her daily work shift, as follows (Office of Financial Aid, 2011):

<b>WORK SHIFT</b>	<b>REST BREAK</b> ( <u>on</u> payroll/active employment)	<b>MEAL BREAK</b> ( <u>off</u> payroll/active employment)
0-4 hours	0 minutes (no break)	0 minutes (no meal break)
4-5 hours	15 minutes	0 minutes (no meal break)
5.5 hours	15 minutes	30 minutes
6-7.5 hours	15 minutes	30 minutes

1. All breaks are to be taken only at the direction of and/or with the approval of the immediate staff employment supervisor.
2. A rest break will not exceed fifteen minutes.
3. To qualify for a rest break an employee must work a time block of at least four hours.
4. Rest breaks cannot occur at the beginning or end of the work day and cannot be added to a meal break or other off-duty time.
5. Rest break time cannot be accumulated.

Self-initiated breaks during the work shift are not acceptable. Breaks occur in the KUB only, with radio, keys, and your location disclosed. No one is authorized to leave the building at any time during working hours, unless directed to do so.

Sleeping during active employment is not permitted at any time or anywhere in the building.

### Computer Use

Setup Crew and Supervisors are permitted to use the computers in the offices designated for these employees. They are not to use the operations, Main Desk, or full-time employee's computers AT ANY TIME. Copiers and printers are to be used by student-workers when they are printing items pertaining to the job – on limited occasions and with staff permission they may print 3-4 pages to a printer or make 3-4 copies on the copy machine.

Any and all BU computers must not be used to download, host, copy, or distribute copyrighted material including but not limited to images, software, MP3 music files, video files. Failure to adhere to this policy and applicable laws is subject to employment dismissal.

### Payroll & Deductions

Students are responsible for entering hours via PASSHE E-Time (<https://portal.passhe.edu/irj/portal>). Hours must be entered and electronically signed by students each Friday night by midnight (12 a.m.). Hours will be reviewed and approved (provided they are entered correctly) by each specific staff supervisor. All student employees have Federal Income, State Income and Local Wage Taxes withheld from each pay check. When students are not attending school full time, Social Security/Medicare taxes are also withheld.

Once a student reaches \$12,000 in earnings in a calendar year, a \$52 Local Services Tax (LST) will be withheld from their paycheck. If a student employee has already had LST deducted for the year at another job, Student Payroll must have a copy of the pay stub showing the deduction in order to "exempt" the student from paying again. If a student has paid



less than \$52 at another job, the student will be required to pay the difference between what the student paid and \$52. For example, if a student had \$10 LST deducted, the student would pay an additional \$42 to the town of Bloomsburg for the LST tax.

Students wishing to make any tax information changes, such as changes in the number of exemptions they claim, legal address or name changes, etc., must contact the Student Payroll Office (ext. 4416). Note that the Registrar's office does not notify Student Payroll of address changes. A wage tax questionnaire must be completed in order to correctly identify the local taxing municipality (Office of Financial Aid, 2011).

## SECTION 5. DISCIPLINARY GUIDELINES

### Disciplinary Procedure

If and when disciplinary problems arise, disciplinary procedures will be consistent with the following guidelines (Office of Financial Aid, 2011). Reprimands are written warnings that are filed in SA employment records, and are issued when an employee fails to comply with any specified job descriptions, expectations, KUB and/or University policies and guidelines. Accumulation of two reprimands during a semester may jeopardize your employment; three reprimands during a semester will result in review of your continued employment and may result in employment dismissal.

1. **First Offense** - The student will receive a written and/or verbal warning, stating the unacceptable behavior, and actions required to correct the problem. Performance standards required for the position may be discussed. Documentation of the issue and of the discussion will be included in the student's SA position employment file.
2. **Second Offense** – May be an existing or new issue. The student will receive a second written and/or verbal warning, stating the unacceptable behavior, and actions required to correct the problem, and may include a loss of shift(s). The warning will explain the specific areas of job performance which failed to meet satisfactory standards, and will outline improvements necessary in order to ensure continued employment.
3. **Third Offense** – A third disciplinary action will result in review of the student's continued employment and may result in employment suspension or dismissal. Notice of either will be in writing and will detail the reason(s) for which the action has been initiated.
4. **Fourth Offense** – A fourth disciplinary action most likely result in job termination.

Grounds for disciplinary action include, but are not limited to:

- Sleeping during active employment
- Reluctance or failure to meet job requirements as listed in the job description
- Misrepresentation of completed work or of reported information
- Arriving late / missing shifts
- Watching movies, videos, TV or TV programs, or DVD's in any of the KUB rooms while on a work shift.
- Consistent failure to enter E-time hours
- Not being in your work area – front desk, game room, setup, supervisors – stay in your work areas
- Insubordination / resistance / negativity towards any of the BU full-time employees
- Use of personal electronic devices (e.g. personal calls or text messaging is not permitted during work hours) – automatic dismissal from work during that day.
- Not having a radio at all times and/or missing during work hours.
- Excessive visiting with friends during active employment hours
- Scheduling in excess of 20 hours per week and requiring major review and adjustment prior to distribution of final schedules.
- Exceeding the accumulation of 20 hour per week during regular academic participation without prior authorization from KUB professional staff and the Office of Financial Aid
- Requiring a replacement employee ID more than one time per semester
- Engaging in billiards/games during active employment hours



- Leaving prior to the end of a shift without authorization
- Clocking in prior to the start of a shift without authorization
- Bringing animals or pets to the workplace (see also [Kehr Union use rules](#), requirements; Animals)

Situations exist that require more severe and immediate action. Grounds for immediate employment dismissal include, but are not limited to:

- Fraud (Including falsifying time records)
- Theft
- Unauthorized deletion of SA electronic files
- Use of BU computers to download, host, copy, or distribute copyrighted material including but not limited to images, software, MP3 music files, video files
- Belligerent or excessively aggressive behavior, or fighting
- Being at work under the influence of alcohol and/or illegal substances
- Use of University equipment or supplies for personal gain
- Disclosure or use of confidential information for any reason

### **Tardiness:**

1<sup>st</sup> late                Verbal and written warning / no call - suspension of next shift + add weekend shift  
 2<sup>nd</sup> late                Suspended one shift – Written warning / no call – one week suspension – written warning  
 3<sup>rd</sup> late                One week suspension + all hours limited to weekends – written warning / no call  
 Hours seriously reduced and limited to all weekend hours – written warning

### **Missed Shift:**

1<sup>st</sup> missed shift    Written warning / No call - All Weekend hours – written warning  
 2<sup>nd</sup> missed shift    All Weekend hours (severely reduced) – written warning / No call - One-week suspension – written warning  
 3<sup>rd</sup> missed shift    Termination of employment

Operations and Facilities Manager’s Direct Line	570-389-5101
Scheduling Coordinator’s Direct Line	570-389-4715
Administrative Assistant	570-389-5151

### **Fraud**

Fraud is defined as a deception deliberately practiced in order to secure unfair or unlawful gain. It is against the law. Suspected cases of fraud related to student payroll should be reported to the Director of Financial Aid. Cases of fraud such as buddy punching, altering of time sheets/cards, or forging signatures will be subject to disciplinary action as well as criminal investigation by the police (Office of Financial Aid, 2011).

## **MISCELLANEOUS**

### **Direct Deposit**

Direct deposit is highly recommended for all student employees. This form is available in the Student Payroll Office and on the University "S" drive in the Payroll folder/BU Documents or at the Direct Deposit Form link (<http://departments.bloomu.edu/finaid/Forms/Direct%20Deposit%20Form.doc>). All students are encouraged to participate in direct deposit.



## Renewing Student Employment

Students' employment authorizations are awarded on an academic year basis. Students desiring to maintain the same positions or accept different positions for the summer semester or during the next academic year must reapply before March 15 each year. (An academic year is defined as the summer period commencing immediately after final examinations in the spring semester of a given year, plus the following fall semester and spring semester) (Office of Financial Aid, 2011).

To be eligible for summer employment under the student employment program, a student must be:

1. In full-time attendance preceding the summer session and planning to continue an academic program during and/or following the summer session at the university.
2. Enrolled as at least a half-time degree student for the first time during the summer session and matriculating in the fall term.
3. Accepted for enrollment as at least a half-time student in the term following the summer session.

## Resignation

If a student finds it necessary to leave a campus job, the office of SA requires a two week notice in writing. It is necessary to find and train a qualified person before the resigning student leaves the job; therefore it is best to communicate resignations in advance (Office of Financial Aid, 2011).

## WHAT TO EXPECT FROM YOUR EMPLOYER

Employee expectations include the timely and accurate payment of wages, adequate training, safe working conditions, full explanation of all company policies and especially of your job responsibilities, and fair and constructive feedback from your supervisor. If any of these expectations are not being met, you should have a conversation with your supervisor to discuss the situation. Most of these employee expectations are not only reasonable, but also are required by law.

## REFERENCES

- Human Resources and Labor Relations. (2011). Essential Employees/Departments. PA: Bloomsburg University of Pennsylvania. Retrieved July 28, 2011 from <http://www.bloomu.edu/hr/essential>.
- Office of Financial Aid. (2011). *Supervisor's Manual for the Student Employment Program*. PA: Bloomsburg University of Pennsylvania. Retrieved July 28, 2011 from <http://departments.bloomu.edu/finaid/SupervisorManual.htm>.

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**My signature below indicates that I have read, understand agree to the general, and expectations and requirements of my work study position at the Kehr Union Building at Bloomsburg University of Pennsylvania.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Printed Name: \_\_\_\_\_

Bloomsburg University of Pennsylvania is committed to affirmative action by way of providing equal educational and employment opportunities for all persons without regard to race, religion, gender, age, national origin, sexual orientation, disability or veteran status.

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