

**Student Employee General Rules of Employment** - A student employee should consider on-campus employment a serious commitment. When hired for a position, the student becomes a member of a work unit that depends on him/her. Therefore, the supervisor may reasonably expect the student to do the following:

1. Report to work at the agreed-upon time and be ready to work.
2. Attend to assigned duties on the job and not conduct personal business while at work.
3. Work with a cooperative and positive attitude.
4. Notify the supervisor as soon as possible if work schedule changes. Projects and exams may occasionally interfere with a work schedule; the student should notify the supervisor when such changes can be predicted.
5. Keep an accurate record of hours worked.
6. Work up to but not exceed twenty hours per week (combined total if student holds more than one job on-campus) when classes are in session or forty hours per week when classes are not in session.
7. Submit hours worked via Knightline (Employee-Time Sheets) on the last working day of the payroll period.
8. Notify each supervisor if you are employed in more than one position on-campus.
9. Notify the supervisor of any job-related accident.
10. Report to work with professional etiquette. This includes, but is not limited to proper dress, cleanliness and personal hygiene.
11. Make sure all the necessary employment paperwork is completed in the Office of Financial Aid at the time employment begins.

To assist with the efficient operation of St. Norbert College and to insure the safety and well being of those at the college, the following rules of conduct should be adhered to at all times. These rules of conduct are not for the purpose of restricting your rights and activities but are intended to help you by defining and protecting the rights and safety of all people. You are expected to acquaint yourself with these rules and other work rules specific to your department. It is for conduct such as that defined below that you would be subject to corrective action, including suspension or termination, depending upon the severity of the violation. These rules include, but are not limited to, the following:

1. Unauthorized use and/or possession of intoxicating beverages, narcotics, or dangerous drugs on St. Norbert College premises; or reporting to work under the influence of the aforementioned.
2. Fighting, gambling, use of profane, obscene, or abusive language while at work.
3. Carrying unauthorized weapons.
4. Behaving in a discourteous or disrespectful manner toward your supervisor.
5. Refusing to carry out the instructions of your supervisor (insubordination).
6. Leaving the job without permission during regularly assigned working hours and/or failure to return to work after a scheduled vacation/break period
7. Sleeping while on duty.
8. Creating unsafe conditions.
9. Misuse of internet or cell phones during work hours.
10. Theft or unauthorized removal or use of property belonging to St. Norbert College or to employees, students, or visitors of the college.
11. Loss, damage, or destruction of property belonging to St. Norbert College or to employees, students or visitors of the college.
12. Unwillingness or inability to work in harmony with others, discourtesy, or conduct creating discords.

It is the policy of St. Norbert College to provide to all members of its community an environment conducive to productive learning, working and living, free of harassment of any form. Harassment is a serious obstacle to such an environment and is inconsistent with the mission of the College. For additional information regarding harassment policies visit our website [http://www.snc.edu/studentemployment/y\(.s\)-8\(n.144 Tmß\)-3\(s\)-T3sTv,7 60.144 Tm\[m\]6\(e\)-3\(n\)-3\(t\)9\(p\)-3\(o\) 0 0 1 43.2a](http://www.snc.edu/studentemployment/y(.s)-8(n.144 Tmß)-3(s)-T3sTv,7 60.144 Tm[m]6(e)-3(n)-3(t)9(p)-3(o) 0 0 1 43.2a)