Student Employment Guidelines

- **Arrive at your scheduled time**
  We want to make sure that we give everyone the same opportunity to ask questions and help with any issues. To ensure this opportunity, all student employees MUST arrive at their scheduled time for their department or office.
  
  *Late*: If you are going to be late, please let your supervisor know.
  
  *Emergency or Illness*: If you have an emergency or are sick, please let your supervisor know as soon as possible. This gives your supervisor a chance to find someone else to cover your shift.
  
  *Request Off*: We understand that you do have life outside of school and work. If you have an event or day that you need off for, please let your supervisor know at least one week in advance so they can make the necessary arrangements.

- **Dress Code**
  You should treat this student employment job the same way that you would treat any other job. Please wear appropriate attire and use your best judgment. If your department/office has a uniform or specific dress code, please follow accordingly. Also, if you have a name tag please wear it during your shift.

- **Courteous and Caring Mannerism**
  Golden Rule: “One should treat others as one would like others to treat oneself.” Here at Edgewood, we want to give everyone the same treatment whether faculty, staff or student. Please do not watch videos on the computer, answer cell phones, or listen to your iPod with the headphones. Great customer service is a huge goal at Edgewood and doing these things may show a lack of interest in your job or the person you are talking to. If it is ok with your supervisor, you may listen to the radio or your iPod on the computer at a low volume. Also, please keep cell phones on vibrate or silent during your shift.

Keep in mind that we have prospective students, faculty and staff on campus on a daily basis which means many phone calls and questions. If you are not sure of the answer to a particular question, please ask someone. We do not want to give out any false or misleading information.

- **Logging Hours in the KO Software System**
  If you are taking a lunch break or any kind of break, please clock out for that time. Running errands for the department or office are not considered a break so you may stay clocked in for those instances. Breaks that are longer than fifteen minutes should not be counted in your hours of work.

If you are late, you should clock in at the time you arrive to work, not the time you were scheduled to work. Student Employment **does not** pay overtime. If you are going to go over forty hours a week, please let your supervisor know so that they can work something out.