Introduction

- Academic libraries traditionally rely heavily on a large number of student employees. They help with many routine tasks, such as shelving books, processing new books, shelf reading, filing, retrieving materials for interlibrary loan, staffing service desks, designing displays, and performing clerical tasks.
- Your position as a student employee in the Ferris Library for Information, Technology, and Education (FLITE) is an important one and should not be considered "just a job" or "what I have to do because I have a work study award." Performing your work well is vital to FLITE's overall success and should be taken seriously.
- This handbook outlines FLITE's guidelines and procedures for student employees, and complements the information provided by Student Employment & Career Services' Student Employment Handbook.
- Two policy and procedures documents will be provided to you and must be read before beginning employment in FLITE. They are:
  1. This FLITE Student Employee Handbook
  2. The Drug-Free Workplace Policy
- After reading each document you must sign the form on the last page of this handbook indicating you have done so and that you understand the policies and procedures regarding working in FLITE. The original form will remain with your handbook and a copy will be kept by your supervisor.

Attendance

- Each department or unit has its own specific attendance rules and procedures. In general, employees are expected to report to work on time as scheduled, should request permission in advance to be absent from work if special circumstances arise, and must notify their supervisor if they are unable to work as scheduled due to illness or emergency. Your supervisor will provide you with the specific attendance guidelines for your individual department or unit.

Courtesy & Professionalism

- The library has many visitors as well as students and faculty who use the facility. Many of them will form lasting impressions of the library based on the reception given them and by employees' attitude towards their work.
- Attitude and courtesy are important in relationships with other employees. A pleasant attitude, a conscientious approach to work, and courtesy toward associates will benefit both the staff and library patrons.

Dress Code

- A dress code has been established for all FLITE-based student employees stating that student employees are expected to dress in a manner appropriate to their positions and job duties as defined by their supervisors.

Drug-Free Workplace Policy

- The University has instituted a Drug-Free Workplace Policy:
We are required by the University administration to share this policy with all employees, and you must sign a form indicating you have read the policy.

Ethics & Responsibility

- Personal work such as homework, reading, reviewing of notes, checking e-mail, etc. is not permitted while signed in for work, unless special permission is granted by your supervisor.
- The making or receiving of personal phone calls should be kept at a minimum.
- The telephones at the public service desks and in other work areas are for library business. Do not assume you may make calls; permission should be asked of your supervisor.
- As a point of courtesy, we ask that you turn off your cell phone while you are at work.
- Unless it is absolutely necessary to make or receive a call, all phone calls should be made during your break or before or after work.
- Please remind your friends not to call you at work.
- Keep in mind that you are at work once you have clocked in. We ask that you keep personal visiting with friends and co-workers to a minimum. Our conversations, regardless of how quiet we think we may be, may still be distracting to others.

Timekeeping & Paychecks

- Ferris uses the Kronos timekeeping system. Time is automatically recorded and totaled by the computer system. You must clock in and out at the beginning and ending of each shift you work. Your supervisor will demonstrate how to use the Kronos system.
- A pay period is two weeks and runs from Sunday through Saturday. Paychecks are issued on the Friday of the week following the end of the pay period. Only one check is issued regardless of the number of on-campus jobs you have.
- You should get in the habit of checking the details section of your timecard this is especially important for students working for more than one department.
- You must pick up your own paycheck unless you have given permission to your supervisor to have your check picked up by someone else.
- When picking up your check, you should be prepared to show your current Ferris ID or driver's license. If someone else is picking up your check, they will be required to present proper ID. The specific details of where and when to pick up your check will be provided by your supervisor.

Training

- Each department or unit provides training for new employees. Training varies from department to department and is based on the job tasks and responsibilities. Your supervisor or his/her designee will go over the details with you, including providing you with information about your job tasks and responsibilities.
Expectations
In accepting an on-campus position, students assume work responsibilities for which they will be held accountable. A review of general performance standards is listed below. Student Employees...

- are expected to report to work on time and to alert their supervisor that they are reporting for work.
- should request permission in advance to be absent from work if special circumstances arise. Excessive absences are to be avoided.
- should notify their supervisor if they are unable to work as scheduled. Each department has specific procedures regarding notification. Your supervisor will make sure you receive the correct information.
- are responsible for all assigned shifts and must have supervisor’s permission to be absent unless a substitute can be found.
- are responsible for clocking in and out on the Kronos timekeeping system.
- are responsible for monitoring work schedule for student employees and volunteering for available/unclaimed shifts, as needed.
- should immediately bring to their employer’s attention any problems or concerns they have pertaining to their job.
- should perform duties assigned to them to the best of their ability.
- should dress appropriately for the job as specified by their employer.

Rules & Regulations
Work rules minimize the chance that any employee, through misunderstanding, may become subject to disciplinary action. All student employees should understand that breaking certain rules may result in immediate discharge, and repeated violations of even a minor rule will not be ignored and may result in discharge. This list is not all-inclusive, but serves as a general guide of unacceptable behavior:

- Unexcused tardiness or absenteeism.
- Failure to notify your supervisor if unable to work as scheduled, according to the procedures of your particular department or unit.
- Unsatisfactory work performance.
- Delay or failure to carry out assigned work or instructions.
- Loafing, sleeping, or other abuse of time during assigned work hours.
- Performing personal work such as homework or e-mail on University time, unless supervisor has indicated otherwise.
- Interfering with an employee’s performance of duties by talking or other distractions.
- Failure to report for work neat in appearance and suitably dressed for the job to be performed.
- Taking lunch and break periods in areas and at times other than those agreed upon with your supervisor.
- Leaving regularly assigned work location without permission from supervisor.
- Failure to clock in/out as instructed.
- Clocking in/out for another employee or having another employee clock in/out for you.
- Violation of safety rules or security regulations.
• Disclosure of confidential University information to unauthorized persons.
• Falsifying or tampering with any University record.
• Destruction, defacement or mutilation of University property, whether intentional or through neglect.
• Use of office equipment (telephones, copiers, computers, radios, etc.) unless authorized by your supervisor.
• Failure to clean and return all equipment to its respective storage place at the end of your shift.
• Gambling of any kind on University premises.
• Fighting or using abusive language on University premises.
• Smoking and use of tobacco products in unauthorized areas (e.g., the use of any tobacco product is prohibited in the FLITE building and within 25 feet of any entrance).
• Bringing, consuming or possessing alcoholic beverages or narcotics on the campus or coming to work under the influence of alcoholic beverages or narcotics.
• Carrying firearms or other dangerous weapons on University premises.
• Fighting or threatening others with physical harm.
• Slandering another person.
• The taking of rest periods other than in general area of the work being performed and at the time of the rest period.
• Refusal to perform work or obey order issued by a supervisor.
• Student workers are not to be in any unauthorized part of a building at any time unless cleaning that area.
• Use of computer for inappropriate use is prohibited.

Additional Resources
• Ferris Student Employment & Career Services Web Site: http://www.ferris.edu/HTMLS/admission/financialaid/employment

Topics Not Covered in this Handbook
Topics such as eligibility for employment, application information, evaluations, progressive discipline, work study information, pay rates and raises, number of hours you may work, information about tax and employment forms, and student employee rights are covered in the Student Employment & Career Services' Student Employment Handbook and thus are not included in this handbook.

Questions? Ask us!
We are confident that your employment in FLITE will be a rewarding experience for you. If you have questions concerning the information in this document or about anything else relevant to your job here, please ask your supervisor or another FLITE staff member.
Student Employees
Recognition of Receipt of Employment Policies & Procedures
from the Student Employee Handbook for FLITE

Employee's Name: ____________________________________________

Hiring Department/Team: ________________________________

Supervisor's Name: ________________________

Signing this form does not constitute agreement or disagreement with the rules and procedures outlined. It merely means that you were given a copy of this document, and you have read it and understand its contents.

* I have received, read, and had the opportunity to discuss and understand the following materials:
  * FLITE Student Employee Handbook
  * Drug-Free Workplace Policy

Employee's Signature: _______________________________ Date: _______________

I have reviewed and discussed the employment policies and employee handbook with the student employee whose signature appears above:

Supervisor's Signature: _______________________________ Date: _______________