

# DRURY UNIVERSITY

## STUDENT STAFF GENERAL GUIDELINES

The following guidelines concern basic aspects of your employment with Drury. It is your responsibility to read and follow these guidelines. Failure to follow these guidelines will result in disciplinary action up to and including termination.

### Student Staff Members are expected to:

1. Be at their workstations, prepared to start work; at the time the workday starts; attend scheduled shifts, be punctual and conform to scheduled lunch and break periods. In the event a staff member is unable to attend a scheduled shift, he or she must notify his/her supervisor prior to the absence. It is unacceptable to simply not show up for a scheduled shift. Progressive counseling procedures will be applied and enforced. Failure to show up or call for one shift will result in verbal counseling. Subsequent "no call-no show" shifts will result in disciplinary action up to and including suspension and/or termination.
2. Check Drury email account. All employment information will be emailed to this email address. Supervisors may also contact you via email. [StudentJobs@drury.edu](mailto:StudentJobs@drury.edu) will also send important reminders to your Drury email account.
3. Respect and maintain confidential and/or sensitive information received or reviewed while conducting job assignments. Confidential or sensitive information should never be repeated or discussed outside the office and should be discussed with other staff members only as necessary to the processing of daily business for the department and university.
4. Students in Food Services use a time clock. All others must keep a timesheet; immediately recording time work began and ended for each scheduled shift; Time worked may not be recorded by another person. Student staff members should immediately begin working when clocking in and shall clock out when work ceases. Student staff should leave the work area immediately after clocking out. Only hours worked should be posted. Falsification, forgery or misrepresentation on a timesheet may be grounds for immediate termination of employment and may be cause for ineligibility for future employment at Drury.
5. Fulfill the requirements in the job description, make efficient use of the normal workday, and follow recognized departmental procedures and/or instructions in performing job assignments.
6. Review the safety policies and procedures for the department and university and adhere to them. Employees of the university must report any accident or injury while on the job, regardless of how slight, for treatment if necessary. An incident report must be completed and filed with the Human Resources office.
7. Review job descriptions with the immediate supervisor in order to understand the expectations of the job and immediate supervisor. Job performance will play an important role in wage increases and continued employment at the university. Performance reviews are generally conducted in April.
8. Wear professional (e.g., business casual) attire to work and behave in a professional manner while conducting business for the department and university. While many departments may allow jeans in good condition, revealing clothing, clothing in disrepair, shorts, sweats, etc. generally are not acceptable. Variations from business casual should be discussed and approved by your supervisor.
9. Understand that employment is generally governed by the terms of the staff policy handbook. Once hired, employees are expected to complete required anti-harassment training, sign the anti-harassment policy acknowledgement form, review the staff policy handbook and sign the acknowledgement form. Positions dealing with certain records may also require FERPA or HIPPA training. Your supervisor will tell you if FERPA or HIPPA training is required. Instructions for accessing the required training are available in the Human Resources office.

Employee Name: \_\_\_\_\_ ID: \_\_\_\_\_ SSN: \_\_\_\_\_

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

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

HR USE: Supervisor Email: _____ EX: _____ E-Verify: _____ Email: _____ Folder: _____
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