Building Services Student Employee Information

1. Workday

   The work schedule will be determined by the supervisor. You are expected to be on time and ready for work at the designated time. You must notify your supervisor immediately if you are going to be absent or late for work.

   Days off or time off must be pre-arranged. Call your supervisor as soon as possible if you are ill or cannot work. Any time off is unpaid. All time off that is one week or greater must be scheduled in advance.

   Summer employment begins on the Monday following commencement, and ends on the Friday before Labor Day. All employees are expected to remain on the job throughout the summer unless previously arranged with the supervisor.

2. Work Attire/Employee Shirts/Name Badges

   All student employees are expected to wear either the “Calvin College Cleaning Crew” shirts and/or the Cleaning Crew identification badges. Summer and/or full time student employees are expected to wear both. Both will be provided. Employees may not wear sleeveless shirts or tops (cut-off, tank or halter tops). Short pants are permissible if they are hemmed and not any shorter than the tip of the finger of a downward extended arm. Improper writing or pictures on shirts are not permitted.

3. Safety

   All employees are required to attend training sessions as directed by the Environmental Health and Occupational Safety Officer. Employees are required to wear the proper personal protective equipment as specified for the use of each chemical and/or job site condition and as listed on the Hazard Assessment. Such equipment will be provided by the college. All employees are required to wear closed-toed shoes.

4. Equipment

   All equipment and supplies are to be used according to the directions. You are expected to return all supplies and equipment to their proper locations. Equipment must be clean and ready for use by the next person. You must report all broken or missing equipment and/or supplies as soon as possible to your supervisor.
Use of computers during working hours is prohibited. Checking your email is to be done before or after your work shift.

Personal phone calls, including calls on personal cell phones and texting, during work hours are also prohibited. Supervisors will use discretion to allow phone calls in unusual situations.

5. Keys

Keys are for use only during work hours and only in assigned work areas. Any unauthorized use of keys, such as accessing facilities for personal reasons or lending them to someone else, may result in immediate termination of employment and further disciplinary action by the college. All keys must be returned to the key box at the end of each shift.

6. Recycling

All returnable cans and bottles and/or deposit money belong to the college and must be reported to the Building Services Supervisor.

7. Wages & Timesheets

All wages will be set according to the college guidelines.

Overtime will be paid for any hours worked over 40 hours in a given week. All overtime must be pre-approved by the supervisor. The supervisor must complete the required overtime request form in order for the payroll office to know that the overtime has been approved. If more than one supervisor is involved, both supervisors must approve the overtime.

No student employee will be allowed to work more than one job without approval by all the supervisors involved. Failure to notify the hiring supervisor of other current jobs on campus will result in disciplinary action.

It is the employee’s responsibility to complete and submit their timesheet in a timely manner. Failure to do so may result in disciplinary action up to, and including, dismissal.

The supervisor is responsible for timely performance evaluations and promotions.

8. Discipline

Disciplinary action may be taken for noncompliance with these directives. Disciplinary action is usually taken in the form of one verbal and one written warning. The third offense may result in termination of employment with no recourse. Flagrant misconduct or noncompliance may result in immediate dismissal. The Job Shop will be notified of disciplinary action taken.

_I have read and understand this information._

Signed _______________________________ Date _____________________

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