

## STUDENT EMPLOYEE RESPONSIBILITIES

All student employee positions are vital to the total operation of Calvin College. As a student employee of Calvin College it is important that you accept the following responsibilities:

Comply with department and college regulations. You must fully understand and comply with rules regarding work schedules, safety requirements, security measures, confidentiality and other policies that affect your work environment.

Perform the duties outlined by your supervisor willingly and efficiently to the best of your ability.

Respect the rights and property of Calvin College and fellow employees and treat all co-workers with courtesy and consideration. (The telephone is the property of Calvin College and should be used accordingly)

Remember that you are representative of Calvin College and it is important to be as courteous and helpful as possible at all times.

Respect your academic responsibilities. Although your employment can be a meaningful part of you academic experience, it need not interfere with or be detrimental to your academic work. If your workload or schedule begins to present an academic problem, do not hesitate to consult your supervisor.

Report the hours that you work accurately and honestly on your time sheet.

Report to work regularly and punctually. If you are going to be late or absent from work, it is your responsibility to contact your supervisor as early as possible so alternative arrangements can be made. In the case of off-campus work-study, the off-campus agency supervisor need to be contacted as well as a message left at the Service Learning Center.

Notify your supervisor if you decide to resign. In accepting a part-time job at Calvin College, you agree to remain on the job through the entire semester and generally for the academic year. If it is necessary to resign, you should notify your supervisor at least two weeks in advance. In the case of off-campus work-study, both agency supervisor and the Service Learning Center must be notified.

Dress appropriately for your position as defined by your supervisor.

***I, the undersigned, understand that by not complying with the above mentioned responsibilities, my position at Calvin College could be terminated. My signature also indicates that I will abide by the rules stated in the Student Employment Manual and U.S. Federal tax and immigration guidelines when they apply to my situation.***

Student Signature \_\_\_\_\_ Date \_\_\_\_\_