



# Student Worker Code of Conduct

## General

1. Students are expected to conduct themselves as representatives and employees of Carl Albert State College.
2. Maintain a professional attitude with students, even if they are your friends.
3. Dress in an appropriate manner for a public office. You should discuss dress requirements for your department with your supervisor.
4. Agree to a work schedule and keep it. Be on time for time for work. Call in advance when you are unable to keep your schedule for a good reason. If you need a day off, schedule it in advance.
5. Computers in office are not for personal use. (Social networking sites, homework, personal internet searches, etc.)
6. Students who have withdrawn from school or dropped below half-time enrollment status will be terminated (Federal).

## Time sheets

1. Keep accurate records of the hours you work.
2. Time sheets are due by the 3<sup>rd</sup> of the following month. Late time sheets will result in paycheck delays.
3. It is your responsibility to make sure your time sheet is turned in on time.
4. Fill out time sheet completely and accurately, include department name and number, month, etc. All time sheets should have the student worker's signature as well as the supervisor.
5. Student workers may not work more than 20 hours per week and should not work more than eight hours in one day.

## Phone Etiquette

1. Answer all incoming calls promptly, professionally, and courteously.
2. When the requested party is not available, offer to take a message or to direct the call to someone else.
3. When taking a message, be accurate and include as much information as possible.
4. If you are speaking with a visitor in person when the phone rings, excuse yourself and answer the phone. If a visitor approaches while you are on the phone, excuse yourself briefly and acknowledge the visitor. Ask the visitor to wait a moment while you finish the call.

## Confidentiality

1. Consider all office information confidential! Do not disclose confidential information to other sources outside of the office.
2. Respond to all requests for customer information in accordance with FERPA policy. Discuss FERPA requirements with your supervisor.
3. Minimize computer screen when not in use and logout of the system when leaving the area.
4. Do not share your computer, email, software logins with others.

## Resignation or Termination

1. Student workers are not allowed to change offices within the semester they are hired.
2. If a student worker wishes to resign from employment, the student should give at least two weeks notice to the supervisor. The student worker should discuss the reason for termination with the supervisor.
3. Continued employment is contingent upon satisfactory performance and funding. If the supervisor decides performance is not satisfactory, the student may be terminated.

I certify that I, \_\_\_\_\_, have received and read a copy of the Carl Albert State College's Student Worker Code of Conduct and that I fully understand the requirements set forth in this document. I certify that I shall act in accordance with all CASC policies and procedures. I understand that I may be subject to disciplinary action for violating the Code of Conduct.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE