SUCCESS is CENTRAL

STUDENT EMPLOYMENT GUIDELINES FOR STUDENT EMPLOYEES

As a student employee, you are in the position of not only earning money to help you cover your college costs; you are in the position to learn more about how to be a successful professional. Having a job on campus is an opportunity for you to develop your professional skills and acumen. In many cases, you will not only learn hard skills related to workplace success but also the essential soft skills that make the difference between having a job or not or being selected to advance or not.

Attendance & Punctuality

- Punctuality is expected. In other words, you are expected to be on time each day you report to work. If you are sick and must miss work or if you are delayed and will be tardy, you must speak directly to your supervisor or designee IMMEDIATELY.
- Excessive absenteeism or tardiness could result in disciplinary action up to termination.
- When you begin your employment, it is important to set a work schedule that you can commit to in relation to your class schedule and other campus commitments. Doing so will improve your ability to be on time and work as you are scheduled.

Eligibility & Compliance

- All student workers are not federal work study (FWS) recipients. If you are receiving federal work study, you must be enrolled for a minimum of six credit hours during periods of employment. Additionally, as a FWS recipient, you MUST NOT exceed maximum eligibility for aid.
- If you are not a FWS recipient, then you must be enrolled for a minimum of 12 credit hours.
- All student employees MUST ATTEND a scheduled student employment training within ten business days of hire.
- You must track and record your hours worked accurately and honestly via MyCSU.
- Resignation requires a minimum of ONE week notice.
- You cannot begin work until your supervisor receives authorization from payroll.
- You must provide payroll with accurate and up-to-date direct deposit information.
- You may only work 20 hours during a typical academic work week. Exceptions must be cleared by your supervisors to work additional hours during holidays or breaks.

Office Decorum and Professionalism

- Exude a Positive Attitude.
- Secure a clear description of your duties and responsibilities
- Complete assigned tasks accurately. If you need clarification or have questions ask them so you can complete the task(s) successfully.
- Dress Appropriately
  - Smart Casual- shirt with a collar, slacks, skirt or dress, tie and jacket optional
  - Business Casual- polo style shirt, slacks, skirt or dress, jacket optional
  - Business- shirt with a collar, slacks, skirt or dress, tie, jacket
- Dress codes vary; please discuss your supervisor’s expectations for your attire with him/her. When in doubt, please use the three descriptions above to determine how best to dress for success.