Facilities Student Employee Guidelines

Expectation for Student Custodians

Performs a variety of cleaning tasks and minor maintenance work related to cleaning buildings and furnishings. Occasionally moves furniture or other objects.

Be RESPONSIBLE and ACCOUNTABLE

- You must be here on time for your scheduled shift.
- It’s expected that you call in to the front office 2 hours before your shift if you’re sick or in case of an emergency.
- If no one answers the phone in the front office, leave a message and your supervisor will be notified.
- If you have prior knowledge of absence you must fill out an Absence request form, and return to your supervisor, at least a week previous to being gone. (Forms are located next to the time clocks).
- Missing shifts with no call in will NOT be acceptable.

You are expected to be at work during your shift.

- Unless working a 4 hour (or more) shift, no breaks will be allowed.
- One 15 minute break will be allotted for 4 hour shift.
- NO computer, cell phone, horseplay, leaving campus while on the clock.
- Time clock abuse is grounds for immediate termination.

Respect your Supervisors

- Listen to ALL Superiors, showing disrespect will result in being sent home without pay and possibly termination.
- All time cards need to be signed by the 15th of each month. If your time card is not signed you will not be paid until the following month.
- Please wear proper foot attire. NO open toed shoes.
- You are not required to work over holiday breaks (Christmas and Thanksgiving).
- If injured on the job contact your supervisor immediately and seek medical attention.

I have read the above student guidelines and understand if I do not follow them it is grounds for termination.

_________________________        _________________
Printed Name                  Signature                  Date