

STATEMENT OF UNDERSTANDING

I understand that as an employee of _____ I represent not only these two offices, I also represent West Texas A&M University. In such, I also understand that I am expected to act in a professional manner and to serve students, WTAMU faculty/staff, and employers to the best of my ability.

As a student employee, I accept the following expectations as a guide to my behavior in the workplace.

I will serve as a model of what a student employee should be to all students and employers.

I will respect all staff.

I will greet every individual who enters the _____ office. I will answer telephone calls promptly and courteously.

I will respect the privacy of all students and will maintain the confidentiality of all employee records.

I will work according to my pre-arranged schedule. I understand that my compliance with work hours affects how well others can do their jobs so I will work my scheduled hours.

I will call in at least _____ before the beginning of my shift should I not be able to report for work due to illness.

I am responsible for the timely and appropriate use of the TimeTraq system. If I do not timely access the TimeTraq system, I understand that I will not be paid for hours earned until the next pay period.

I will complete all assignments thoroughly and in a timely manner. I will take pride in all work that I do.

I will dress in a professional and respectable manner.

I will assist in maintaining the appearance of the _____ office. This includes cleaning up after myself and leaving all work areas in good condition.

I will keep personal telephone calls during work hours to a minimum.

I will refrain from studying, completing homework assignments, and editing/printing schoolwork during work hours.

Once I have completed all assigned tasks, I will ask for additional assignments.

I understand that all computer use must be work related. I will not check personal e-mail accounts during work hours, nor will I surf the Internet, including accessing Facebook and MySpace.

By signing below, I agree to these specified expectations. I understand that non-compliance may result in termination of employment.

Signature of Employee

Date

Signature of Supervisor

Date