

Student Assistant Policy

1. Homework
 - a. All personal belongings are to be kept in the student drawer behind the circulation desk [bags, cell phones, other electronic devices, etc...] unless the student has permission from a supervisor.
 - i. If permission is granted by a supervisor for a specific activity any subsequent supervisor[s] must also grant permission.
 1. Before beginning non-work related activities [checking emails, Googling, etc...] you **MUST** ask all supervisors if they have any projects available to do.
 - b. All work duties and projects take priority over any non-work related activities.
 - i. No homework, web surfing, or social networking at the front desk. Again students **MUST** ask the current or subsequent supervisor[s] if non-work related activities are permissible.
 - ii. Students at information desk may do online homework if no other projects and/or duties are currently assigned. Again students **MUST** ask the current or subsequent supervisor[s] if non-work related activities are permissible.
 1. Must look alive and willing to help.
 2. **NO REFERENCE HELP**
 - iii. Homework at the 3rd floor desk on a case-by-case basis. Absolutely no personal or electronic devices are permitted and must be placed away behind the circulation desk. Again students **MUST** ask the current or subsequent supervisor[s] if non-work related activities are permissible.
 1. Approximately a one hour limit.
 2. Supervisor can use good judgment.
 3. **NO REFERENCE HELP**
2. Signing in/out:
 - a. It is the student's responsibility to have a supervisor sign their time sheet.
 - i. **Students MUST sign in and out at the beginning of their shift with a staff member. Hours will be deducted for failure to comply.**
 - ii. **Students MUST work in half hour increments.** No 15 minute increments are allowed.
 - iii. **Students are NOT Allowed a break if working 6 hours or under.**
 1. 6.5 – 9.5 Scheduled Hours – 30 Minute Mandatory UNPAID Break
 2. 10 or more Scheduled Hours – 1 Hour Mandatory UNPAID Break
 - b. Students **MUST** sign in/out with a staff member for all breaks and have it initialed.

Official College Operating Procedure:

Meal Periods – A non-paid thirty (30) minute meal period is included in the work schedule for all full time and part-time employees working more than six (6) hours in a day. An employee may not forego this non-paid meal period except on an occasional basis and only with advance approval by the supervisor