



Truckee Meadows Community College

Financial Aid, Scholarships and Student Employment

STUDENT AGREEMENT – WORK RULES

As an employee of the _____ department, you will be expected to:

- Be punctual (on time for work).
- Be dependable (complete a task as instructed or by a required deadline).
- Be willing to learn.
- Be pleasant and businesslike. (First impressions by telephone callers or office visitors are important.)
- Ask questions. (If you do not understand a task, please ask questions immediately.)
- Be a self-starter.
- Be at work during scheduled hours, particularly those on the front desk. You will be excused for extenuating circumstances, such as:
 - a. Illness. (Please call prior to scheduled hour.)
 - b. Scheduled exam. (Make advance plans with your supervisor to reschedule your work hours.)
 - c. Emergency. (Please call.)
- Be thorough and accurate. (We process information that affects student's financial aid. Filing and some job duties may seem boring and unimportant but are part of the necessary processes.)
- Follow procedures. (Procedures are needed to meet all the processing requirements. You may be able to complete only part of the process, and another employee might complete the remainder.)
- Be flexible. (Various projects or deadlines require additional student assistance periodically---other than the student's normal job duties.)
- Leave workstation and work areas neat and orderly.
- Maintain a neat appearance. (At times you will be working with the public as well as faculty and staff. Casual clothing is acceptable; baring of midriff, low-cut tops, very short shorts and torn clothing is not acceptable.)

Your Work Study or Regular student position is a "real job."

1. You will be paid for hours worked only. (Student employees do not receive paid sick leave or holiday pay.) Enter hours worked on the Time Card each scheduled day.
2. Salary adjustments will be given on longevity and/or merit. Each student employee will be reviewed prior to the beginning of each academic year. Increases could range from \$.25 to \$.50 per hour.

The _____ office staff appreciates your work assistance and quality of effort. The more you learn about office operations the more valuable an employee you will be.

I have reviewed the work rules listed above and understand that compliance with those rules is a condition of my employment.

Student Signature: _____

Social Security Number: _____ - _____ - _____

Date: ____/____/____