

## **CONDITIONS OF EMPLOYMENT**

### **WORK SCHEDULING**

Work schedules will be planned as equitably as possible, giving consideration to class schedules, performance and experience, and when these areas are equal, unit seniority can be considered. Seniority is based on total accumulated hours in the department. Student staffing may be reduced in proportion to the reduction of hours or workload during holiday and interim periods. Schedules should be kept as regular as possible.

Lunch and break periods are discussed with the supervisor upon hiring. Scheduling will be in accordance with department need.

A student employee who is unable to work his/her scheduled hours for unavoidable reasons, such as illness, is to inform the supervisor as soon as possible before the employee is scheduled to work. The student is responsible for the hours scheduled and in some instances may be responsible to find a reliable substitute for planned absences. Students are not required to work during scheduled exams if the times conflict with regular work hours.

Inability to resolve a schedule conflict because of classes may result in being dropped from employment. Supervisors are not obligated to permit student employees to make up hours missed because of illness, holidays, exams or any other reason.

### **NOTIFICATION OF CONTINUED EMPLOYMENT**

Supervisors should notify students two (2) weeks in advance when employment will not be continuing the following semester due to reduced hours or conditions unrelated to the student's job performance. In the case of a special project, the student will be informed of the length of the project when hired and should be notified two (2) weeks prior to the end of the project.

Student employees should inform the supervisor two (2) weeks prior to the end of the semester if they will or will not be available for the next semester. Students who indicate availability for the next semester must report again during the registration period, or at a time specified by the supervisor. Failure to do so will be interpreted as a lack of interest in the position.

## **RIGHTS AND RESPONSIBILITIES**

Workers' Compensation: All student employees are covered by Wisconsin Worker's Compensation and are eligible for medical and disability benefits for work-related injuries. A work-related injury or accident must be reported immediately to the supervisor. Forms for reporting such accidents and other helpful information can be found at: <http://www.uww.edu/adminaffairs/>.

## **WORK RULES AND DISCIPLINE**

Engaging in one or more of the following forms of prohibited conduct by a student employee of the University of Wisconsin-Whitewater may result in disciplinary action ranging from a verbal or written reprimand to immediate discharge or University Non Academic disciplinary action, depending on the form of misconduct and/or the number of infractions.

### **PROHIBITED CONDUCT**

Work Performance:

- Insubordination, including disobedience, or failure or refusal to carry out assignments or instructions.
- Loafing, loitering, sleeping or engaging in unauthorized personal business.
- Unauthorized disclosure of confidential information or records.
- Falsifying records or giving false information to other state agencies or to employees responsible for record keeping.
- Failure to provide accurate and complete information whenever such information is required by an authorized person.
- Failure to comply with health, safety and sanitation requirements, rules and regulations.
- Negligence in performance of assigned duties.

### **ATTENDANCE AND PUNCTUALITY**

- Failure to report promptly at the starting time of a shift or leaving before the scheduled quitting time of a shift without the specific approval of the supervisor.
- Unexcused or excessive absenteeism.
- Failure to observe the time limits and scheduling of lunch or break periods.
- Failure to notify the supervisor promptly of unanticipated absence or tardiness.

## **USE OF PROPERTY**

- Unauthorized or improper use of University property or equipment including vehicles, telephone or mail service.
- Unauthorized possession or removal of University or another person's private property.
- Unauthorized posting or removing of notices or signs from bulletin boards.
- Unauthorized use, lending, borrowing or duplicating of University keys.
- Unauthorized entry to University property, including unauthorized entry outside of assigned hours of work or entry to restricted areas.

## **PERSONAL ACTIONS AND APPEARANCE**

- Threatening, attempting, or doing bodily harm to another person.
- Threatening, intimidating, interfering with, or using abusive language toward others.
- Unauthorized possession of weapons.
- Making false or malicious statements concerning other employees, supervisors, students or the University.
- Use of, or reporting to work under the influence of, alcoholic beverages or illegal drugs during working hours.
- Inappropriate dress or lack of personal hygiene which adversely affects proper performance of duties or constitutes a health or safety hazard.
- Failure to exercise good judgment, or being discourteous, in dealing with fellow employees, students or the general public.

These work rules do not constitute the entire list of violations for which employees may be disciplined. Violations of these rules can also result in appropriate disciplinary action. Additional work rules may be

established by management to meet special requirements of departments or work units or as circumstances require.

## **TERMINATION OF AN APPOINTMENT**

Although student employees are not afforded the same safeguards from termination of employment that are afforded those on unclassified and classified employment, departmental supervisors should promote a fair and equitable procedure for employing students, monitoring training and performance and for termination.

1. Termination as a result of completion of assigned task: Often, students are employed to perform certain tasks for short periods of time. At the time of hiring, students should be advised of the approximate length of employment. Also, as the completion of the task nears, it is recommended that the student be notified of the termination date. Supervisors should keep records of work performance, completion of tasks and termination in the departmental student personnel folder for later reference.
2. Termination because of department budget: At the time of hiring, students should be informed if departmental budget considerations will affect hours of work or length of employment. Again, reasonable notice should be relayed to the student if funds become depleted.
3. The student has quit the position, ceases to be a UW-Whitewater student or is not enrolled for the required number of credits.
4. Termination as a result of unsatisfactory work performance and/or substance abuse and /or inappropriate actions or behavior: At the time of hiring, students should be advised of normal performance expectations to satisfactorily continue employment. If, however, a student's performance does not meet those expectations, such as poor work performance, inappropriate behavior/harassment and/or substance abuse, and after a reasonable time for improvement is allowed, supervisors may terminate the employment of the student.
5. Termination as a result of program abuse: Situations in which there is abuse of the employment program or in which fraudulent data is supplied by the student in order to obtain employment, may result in immediate suspension of employment. In addition, the details of the circumstances

surrounding the incident may be forwarded to Human Resources and Diversity and the Dean of Students for possible additional university sanctions.

6. Loss of, or full utilization of a work study award.

## **STUDENT EMPLOYEE GRIEVANCE PROCEDURE**

Students who have been terminated have the option to appeal their termination through the Office of Human Resources & Diversity, Hyer Hall, Room 330.