

STUDENT EMPLOYMENT GUIDELINES

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Work rules minimize the chance that any employee, through misunderstanding, may become subject to disciplinary action. All student employees should understand that certain rules, such as insubordination, may result in immediate discharge, and repeated violations of even a minor rule may result in discharge. This list is not intended to be inclusive, but rather serves as a general guideline of unacceptable behavior.

- Unexcused tardiness or absenteeism.
- Failure to notify your supervisor within 15 minutes after the start of your shift that you will be late or absent.
- Unsatisfactory work performance.
- Loafing or other abuse of time during assigned work hours.
- Interfering with an employee's performance of duties by talking or other distractions.
- Leaving the regularly assigned work location or University property without permission from a supervisor.
- Performing personal work such as homework or e-mail on university time.
- Failure to record accurate hours in TimeClock Plus; forgetting to punch in or punch out or emailing erroneous hours to the supervisor. Also included is not punching out if taking a lunch break.
- Punching in/out for another student or allowing another to punch in/out for you.
- Delay or failure to carry out assigned work or instructions.
- Accessing and/or disclosure of confidential University information by or to unauthorized persons.
- Failure to report for work neat in appearance and suitably dressed for the job to be performed.
- Refusal to perform work issued by a supervisor.
- Sleeping during working hours.
- Use of office equipment (telephones, copiers, and computers) is strictly prohibited for personal use.
- Being in an unauthorized part of the building at any time.
- Falsifying any University record.
- Violation of a safety rule.
- Destruction, defacement or mutilation of University property either intentionally or due to negligence.
- Violation of security regulations.
- The taking of rest periods in an unauthorized location and/or at an unauthorized time.
- Bringing, consuming, or possessing alcoholic beverages or narcotics on the campus or reporting for duty under the influence of alcoholic beverages or narcotics.
- Carrying firearms or other dangerous weapons on University property.
- Smoking in unauthorized areas.
- Threatening co-workers or students with physical harm or slandering another employee.
- Gambling of any kind on University property.
- Fighting or the use of abusive language on University property.

FSU affirms its steady commitment and dedicated efforts to provide equal employment opportunity as described by state and federal laws, the Affirmative Action Program of the University and other pronouncements made by its President. Ferris State University will ensure equal opportunity without regard to race, religion, color, national origin, sex, age, marital status, height, weight, sexual orientation, veteran status, disability or other characteristics which cannot lawfully be the basis for educational or employment opportunity. If a student employee believes their rights in these areas are being infringed upon or that they are being harassed, do not hesitate to call or stop by the Financial Aid Office.