Introduction
Welcome to Campus Services! Our objectives are to provide you with the training and support to be successful in your job, to enjoy the experience of working for Campus Services and to acquire skills that will contribute to your overall academic and professional development. Our student employee team members are our most important resource and we recognize and appreciate you and all you bring to our team!

Please take the time to familiarize yourself with the information in the Student Employee Handbook. It is the first step in your success as a student employee of Campus Services.

Employment Process

Eligibility
A student employee shall be defined as anyone enrolled at Boise State University at least half-time (currently 6 credit hours for undergraduate students and 5 credit hours for graduate students).

Equal Employment Opportunity
It is the policy of Boise State University to provide equal employment opportunities without regard to race, color, sex, sexual orientation, national origin, religion, marital status, age, or disability. Boise State University welcomes all people with disability and is in compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and with the Americans with Disabilities Act (A..D.A.). Further, the Student Union takes affirmative actions to maintain and promote non-discrimination.

It is unacceptable for any employee of Boise State University to fail or refuse to hire, to discharge, or to otherwise discriminate against you with respect to compensation or to the terms, conditions or privileges of employment on the basis of the aforementioned protected conditions. If you feel that you have been unfairly discriminated against, or if you have questions regarding these issues, contact the Affirmative Action Office (426-1979).

Work Study Employment
You are eligible for Work-Study employment if you are both eligible for student employment, AND have applied for and been awarded a financial aid Work-Study award.

Beginning Employment
All student employees must complete the following forms in Human Resource Services: 1) an I-9 Form, 2) a W-4 Form, and 3) a payroll Direct Deposit Form. All forms can be completed at the Human Resource Services Office in room A218 of the Administration Building, 1910 University Drive, Boise ID. Human Resource Services is open Monday through Friday 8:00am to 5:00pm.
These forms must be completed and all required paperwork returned to the appropriate business office within Campus Services BEFORE a new employee works his/her first shift. Without this completed information, the new employee will not be added to the time clock. Failure to complete required paperwork on time may result in paycheck delays.

I-9 Employment Eligibility Verification
The I-9 is a federally-required document that verifies your eligibility to work in the U.S. It must be initiated on or before your first day of employment. Two forms of identification are required to process the form. A list of acceptable identification documents is available at: http://career.boisestate.edu/SEHandbook-Supervisor-HiringSeparationAppendixA3.htm

International students admitted to Boise State through the International Student Services/Admissions Office may be authorized for on-campus employment after receiving permission from the International Programs Office. This office will issue students, who have F-1 visa classification, a form entitled “International Student Authorization for Campus Employment” that must be taken, along with photo identification to Human Resource Services to complete the I-9 Form.

W-4 Tax Forms
Earnings (including work-study) are subject to federal and state tax withholding. The W-4 form (Employee’s Withholding Allowance Certificate) is used to stipulate marital status and number of dependents in order to correctly withhold taxes from your pay.

If a W-4 form is not on file with Payroll Services, withholding is based upon single/zero allowances. You may be able to claim exemption from withholding based upon meeting criteria indicated on the W-4 form. Exempt status expires February 15th of each year. You must complete a new W-4 form if your exempt eligibility status continues.

It is your responsibility to decide how you want to complete the W-4 form and withhold taxes. Because each individual’s situation is different and dependent upon a variety of factors such as state of residence, past income, and anticipated earnings, it is imperative that you read the instructions fully and fill out the forms carefully. You may wish to speak to whomever does your taxes in order to best determine how much you would expect to owe and how much you would expect to have withheld from your paychecks, if any.

Direct Deposit
All employees must take advantage of direct deposit of their paychecks. To initiate direct deposit, take a deposit slip or voided check to the Human Resources Office and complete a request form. It will take approximately two pay periods from the time of request for direct deposit to take effect.

How many hours per week may you work on-campus?
Student employees are limited to working no more than 30 hours per week during the fall and spring semesters and no more than 40 hours per week during the summer and intersession.
International students are limited to working no more than 20 hours per week during the fall and spring semesters and no more than 40 hours per week during the summer and intersession. These maximum hour limitations cover all hours worked on campus.

A work week begins on Sunday and ends on Saturday.

Boise State University cannot simultaneously employ a person on both student payroll and non-student payroll. The following paragraph is taken from the Boise State Position Definitions web page: http://policy.boisestate.edu/index.asp?section=5&policynum=5000

*Students who are employed prior to enrollment (i.e. in the summer or in the interim between fall and spring semesters) must meet the "intent to enroll" criteria. For continuing students, intent to enroll means the student has registered for the next semester. For new or returning students, intent to enroll means the student has a current admission status for the next term. The above weekly work hours does not apply for summer employment.*

**Overtime**
Overtime must be preapproved by the unit manager or director. Any student working over 40 hours in one week will receive overtime pay (time and a half). Per Human Resources and the State Controller’s Office, student employees are not eligible to receive benefits and, therefore, are not eligible to receive holiday pay. Student employees who work on holidays will receive regular (straight time) pay for hours worked on a holiday.

**Ongoing Employment**
For on-going employment, you must meet the following criteria:

1. You must maintain a Meets Expectations or better per your performance evaluation.
2. Student Union and Bookstore employees must attend the Employee Annual Training unless specifically excused by your department Director.
3. You must successfully complete a minimum of 6 credits during spring and fall semesters.
4. You must maintain the GPA requirement specified on your job description.

**Transfers**
Any time a position opens within an area of Campus Services, you have the opportunity to apply and transfer from your current area. Employees wishing to transfer between departments, or who are seeking promotions, should apply through the normal application process. As a courtesy, please let your current supervisor know that you have applied for a transfer or promotion.

**Personnel Files**
A personnel file is established for you when you are hired. Your file includes:

1. Application
2. Employee Hire Checklist
3. I-9 Verification Form
4. Emergency Contact Information
5. Academic Success Form
6. Academic Success Plan (if applicable)
7. Confidentiality Agreement (Children’s Center)
8. HIPAA Confidentiality Agreement (SHIP Office)
9. Job Description Acknowledgment Form
10. Student Employee Handbook Acknowledgment Form
11. Performance Evaluations
12. Communications to you from your supervisor
13. Letters of Reference

Contact your supervisor if you wish to review your file.

**Resignation Notice**
Should you decide to leave your job, you are expected to provide your supervisor with a minimum of 14 days written notice to allow for planning and obtaining a replacement.

**Maximum Years of Service**
Student employees will be limited to total service of 5 years. Exceptions to this policy may be requested in writing through your supervisor to your department’s Director.

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**Compensation**

**Job Performance Reviews**
Campus Services is strongly committed to the performance evaluation program. Formal evaluation discussions between supervisors and their employees are held eight weeks after your initial start-of work date, six months later, and then at eight month intervals to discuss positive work observations, mutual concerns, and to develop goals for individual to improve his/her performance.

The eight week probationary evaluation is an evaluation designed to assure that you have received the required training in an area, and to help you better understand the evaluation standards and process and provide us with feedback about your training. It will also give you a good idea of how your performance during your initial training period compares to the expectations of your department.

Six months after your eight week probationary evaluation, and at eight-month intervals thereafter, you will receive a full evaluation. The evaluation form is divided into sections that address job knowledge, attitude and cooperation, dependability, relationships with others, and exceptional efforts and/or accomplishments.

Your supervisor may solicit input from full-time staff members within your department in the course of preparing evaluations. You will be asked to prepare comments on your performance, the quality of your supervision, and your work area. A meaningful dialogue can occur only when all participants take a few moments to prepare in advance.
Student Evaluation Form

Minimum wage
Minimum wage in the State of Idaho is $7.25 per hour. Campus Services positions pay at or above this rate due to the skills required, level of responsibility, etc. If you have any questions regarding compensation, please ask your supervisor for clarification.

Pay for Performance
Campus Services utilizes a system for wage increases that is tied to performance. This type of system rewards outstanding performance at a higher rate than a meets expectations performance. Pay increases are based on the overall rating for your performance review.

- 25 cents - Exceeds Expectations
- 15 cents Meets Expectations
- 0 Needs Improvement

The pay increase will go into affect the closest pay period to when it is completed. This means that the effective day of your increase is tied to the completion of your performance review. It is the responsibility of both you and your supervisor to see that the review process is completed every 8 months. Your pay increase is dependent upon it. You and your supervisor will receive an email reminder of the due date.

A maximum of $2.00 worth of pay increases (eight exceeds ratings) is allowed during a student’s employment in Campus Services. Performance increases will be by position and will not be applied to individuals, specifically where dual positions are held. These increases do not apply to graduate assistants.

Payroll
University Payroll is processed every two weeks. There is a two-week processing time in payroll, so paychecks are received one pay period after the time worked. Changes in positions, wage rates, etc. cannot be processed during the last two days of a pay period. The cut-off and pay dates are posted at the time clock.

Check Cashing Policy
BSU student payroll checks may be cashed at the Bookstore for up to $250.

Payroll Change of Address
Log on to BroncoWeb to make a change of address. This process must be completed each time you change your address. Please remember to update your mailing address so that W-2 information for filing taxes can reach you.

Documenting Hours Worked
Your paycheck is based on your time clock information; be certain that it is accurate. If you forget to punch in or out, only your supervisor or Business Office can override with the correct information. Have corrections made as soon as possible. Only data that has been printed by the
time clock or initialed by your supervisor will be used to calculate your paycheck. Incomplete entries may delay payment for hours to the next payroll period.

**W-2 Tax Forms**
The W-2 is the official record of the total amount of your wages for the calendar year. The statement shows federal, state, and Social Security (FICA) taxes withheld. W-2’s are issued to each employee by January 31 for the previous tax year. You will need this form to complete income tax returns so please remember to keep your mailing address current at the Human Resource Services Office.

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**Employment Policies and Practices**
This section addresses employment policies of Campus Services. Application of the policies differs according to the structure of particular jobs. Consult your supervisor or area operating guidelines for specific details.

**Being on Time**
Getting to work on time is a job expectation, a core competency and is included on your employee evaluation. If you are more than five (5) minutes late for your scheduled shift, you are considered late. If you know you are going to be more than five (5) minutes late, a phone call explaining why is required. This does not guarantee an excused tardy. Repeated tardiness may result in disciplinary action up to and including dismissal.

**Illness/Personal Emergencies**
If you are unable to cover a shift due to a sudden illness or a personal emergency, you must inform your supervisor or manager on duty in advance of the shift so a replacement can be found. If possible, arrange to have a substitute for the shift(s).

**Time Off**
Student employees are not eligible for paid time off. Any and all time off must be scheduled, discussed and approved in advance. All employees are expected to be available to work scheduled hours during the two weeks prior to the start of classes in the fall. Check work schedules and do not assume that you will be automatically eligible for time off during semester breaks.

**Substitutions**
Substitutions are allowed only from among the trained staff in your area. You will find it easier to locate substitutes when you plan as far ahead as possible. All anticipated substitutions should be discussed with your supervisor. Remember that ultimately you are responsible for your scheduled shifts. Adherence to the schedule is an important commitment; failure to cover a shift may affect your employment status.

**Doctor’s Notes**
All staff who have missed three (3) or more consecutive days of work shall, at their supervisor’s
discretion, provide a doctor’s note which assures their supervisor that the staff person is well and able to come back to work.

**Breaks or Rest Periods**
University policy indicates that you may take one fifteen-minute break (on the clock) near the middle of any three or four hour block of time that you work. If your shift is more than six hours, you are expected to take a 30-minute break (off the clock). Breaks should be pre-arranged with your supervisor. If an emergency arises, contact your supervisor or the manager on duty for assistance. Above all, do not leave your area unattended or with someone who is not trained to work in it. Smoking is not permitted on the BSU campus (effective August 2009).

*Bookstore: During Rush and Buyback weeks, breaks are 10 minutes.*

**Work In Other Departments**
You are hired for a specific position. Additional work hours in other departments are subject to the written approval of your current supervisor and the supervisor of the new department.

**Employee Annual Training**
Once per year, Student Union and Bookstore holds a mandatory all-staff annual Orientation Training meeting. The training is held to introduce the existing staff to new staff members, to facilitate communication, to allow the entire staff to gather, to review existing policies, and to introduce the staff to new policies or practices. All Student Union employees are required to attend this informative staff-training workshop. The workshop is an evening or daylong event and is typically held in August prior to the start of classes.

**Worker’s Compensation**
Worker’s compensation covers loss of pay resulting from injuries or disabilities incurred on the job. Worker’s compensation covers expenses for medical care and for certain other benefits. Student employees are eligible for Worker’s compensation. Your supervisor should be notified immediately in the event of an on-the-job injury to complete an incident report even if you do not believe you will need medical care. Failure to file an incident report can make collection of Worker’s Compensation benefits very difficult.

**Paid Leave & Health Care**
Student employees are not eligible for sick leave, vacation pay, severance pay, or retirement plans. Student employees are not eligible for participation in state employee health care plans. However, if you are a full-time student, you may want to inquire about health benefits offered through registration. Inquire at the University Health Services, or view their Web site at [http://healthservices.boisestate.edu](http://healthservices.boisestate.edu) for details.

**References**
Employment references may be given. The Business office can confirm dates of employment, wage information, and eligibility for re-hire. More specific information may be included if you provide written permission on your most recent evaluation form to provide more. You may also direct references to your supervisor. Due to storage limitations, we are unable to maintain personnel files on individuals beyond 5 years from the date employment ended.
General Policies

Uniform and Appearance
As staff of Campus Services, we represent Boise State University and our appearance is important. Employees must respect basic personal hygiene to prevent body odor, bad breath and any other unacceptable practices.

Employees of the Student Union must wear their Student Union provided work shirts at all times while at work. The shirts are to be kept clean and in good condition. These items are property of the Student Union and are to be returned to your supervisor at the completion of employment.

Employees of the Bookstore must wear their Bookstore provided aprons at all times while at work.

Nametags are part of your uniform and are to worn at all times while on duty. If you lose your nametag, please ask your supervisor for a replacement.

Pants or shorts need to be clean and free from holes and fringe.

Shoes are to be clean and in good condition. Open-toed shoes of any kind are not permitted for employees of the Student Union Facilities, AV, Maintenance, Bookstore, and Games Center crew.

Studying While on Duty
Studying while on duty is not permitted. When an attendant is studying at a desk or counter, customers and visitors are hesitant to approach the desk for the prospect of disturbing the attendant. We are here to operate areas and to assist patrons. We are also expected to greet and offer assistance to each patron entering an area. If you do not have enough work to do at your area, please notify your supervisor.

Eating While on Duty
Eating while on duty is discouraged. Snacks and beverages are acceptable, but please be discreet and keep them out of the sight of customers. Plan your meals around your work schedule.

Personal Visits and Telephone Calls
Personal visits, telephone calls, cell phones and beepers are discouraged. Please ask your friends and family not to call or visit you while you are at work. Area phones are kept open for business calls; personal calls should be limited to those of an emergency nature.

Bookstore student employee personal cell phones are not allowed on the sales floor.
Personal use of laptops, PDAs or tablet pc’s should not occur while on duty. Under no circumstances is anyone other than an area manager allowed behind another department’s work counter or in a private workplace.

**Personal Belongings/Theft**
It is recommended that you do not leave valuables such as wallets, purses, or backpacks unattended; consult with your supervisor for a safe place to keep your personal belongings while you are on the job. If there is a theft, report it to your supervisor and to University Security (426-1453) immediately.

**Key Policy**
Employees requiring keys will have them issued by the Administrative Office Assistant. The employee will be required to sign for the keys stating he/she will be responsible for them and ensure the security of his/her area. The Student Union Director approves these transactions. **Keys should not be transferred directly between individuals. All keys must be returned to the Administrative Assistant.**

Upon separation of employment, key(s) must be returned to the Administrative Assistant before receipt of your final paycheck.

Student Union employees - At the end of each shift, each employee is required to lock his/her keys in the appropriate key box. Failing to do so will result in the Manager on Duty calling the employee to return the key(s) before the closing of the building. If an employee habitually fails to leave the key in the appropriate key box, steps may be taken to remove the employee’s key privileges.

Where appropriate, an employee may be issued one key to the key box instead of facility keys.

**Area and Building Appearance**
Employees have responsibility for keeping their work areas clean and in order. It is expected that you will dust, straighten, and clean equipment according to your supervisor’s schedule and according to common sense. Front desks and counter tops are always to be kept clean and free of clutter.

In the Student Union Building, we expect all employees to take an active role in the appearance of the building. With over 6,000 patrons visiting daily, cleaning is an ongoing project. We would appreciate the moment it takes to pick up a piece of paper or to straighten a public phone area. Major spills or housekeeping problems should always be reported to the Information Desk.

**Nepotism**
No employee shall work under the immediate supervision or within the same department of a supervisor who is a spouse, child, parent, brother, sister, or the same relation by marriage.

**Student Employee Conflict of Interest**
The Student Union provides a number of leadership and employment opportunities to Boise State University students. This policy is established to avoid perceptions of impropriety as well
as actual conflict of interest situations. Therefore, Student Union/Bookstore student employees may not hold a position on the Student Union Board of Governors, the Volunteer Services Board, the Student Programs Board, or the Bookstore Advisory Committee. In addition, student employees may not hold a paid, elected or appointed position within the executive, legislative, or judicial branches of the Associated Student of BSU (ASBSU). Specific jobs within the Student Union may have additional restrictions for service award/officer positions in the Student Programs Board and the Volunteer Services Board. These restrictions, when applicable, are noted within job descriptions. The Executive Director of the Student Union or the Director of the Bookstore must approve exceptions to this policy in writing. Membership on university-wide committees and in student organizations is appropriate and encouraged.

A student employee seeking involvement in extra-curricular activities should discuss any potential leadership commitments with his or her supervisor for the purpose of examining time constraints and possible conflicts of interest not anticipated in this policy.

**Progressive Discipline**
Campus Services’ departments will follow progressive discipline for employees who fail to meet minimum expectations of performance. Severe violation of procedures or policies may result in separation. Violations of a less severe nature will be identified and the following action may be taken:

- **First offense:** Oral warning
- **Second offense:** Written warning with probation of a specified length
- **Third offense:** Separation

**Grievances**
Campus Services encourages employees who feel that they have been unfairly treated on the job to speak up and have their complaints reviewed. The aggrieved employee should attempt to resolve problems in discussion with her/his immediate supervisor. An employee who believes that he or she has not been treated fairly in accordance with Campus Services policies may request an administrative review of the action(s) or condition(s) leading to the complaint. The purpose of such a review is to determine whether or not Campus Services policy has been followed and, if not, to adjust the consequences that resulted. An employee who decides to file a complaint should contact the Director or Associate Director who is responsible for the area. This person will review the action(s) or condition(s) leading to the complaint.

An employee who feels that a complaint is not satisfactorily resolved may appeal to the Executive Director of Campus Services. In such cases, the finding and answer from the Director will constitute the final answer. Employees may also obtain counseling and assistance from the University’s Affirmative Action Office (426-1979).

**Dismissal of Student Employees**
Any student employee in any area of Campus Services who is dismissed for cause will not be rehired in any other area of Campus Services. This will include employees of the University Dining Service. A dismissal by one department of Campus Services will result in a complete dismissal should the employee hold positions in other departments.
Statement of Shared Values
Boise State University is committed to personal and social development, educational excellence, and civic engagement. Membership in the campus community is a privilege and requires its members to conduct themselves ethically with integrity and civility. Campus community members enjoy the same rights and freedoms that all U.S. citizens enjoy, including personal responsibility for one’s own conduct, behavior and speech.

In a culture of intellectual inquiry and debate, where the search for knowledge and discovery flourish, campus community members are expected to demonstrate civility, abide by norms of decorum, and adhere to the principles of civil discourse. “Being civil means being constantly aware of others and weaving restraint, respect and consideration into the very fabric of this awareness,” (Forni, 2002, p. 9).

Higher education has the duty to educate students to be responsible citizens. Boise State strives to provide a culture of civility and success where all feel safe and free from discrimination, harassment, threats or intimidation.

Boise State University upholds the following values as the foundation for a civil and nurturing environment. Campus community members are expected to adhere to these common values (Josephson, 2002).

Academic Excellence – engage in our own learning and participate fully in the academic community’s pursuit of knowledge.

Caring – show concern for the welfare of others.

Citizenship – uphold civic virtues and duties that prescribe how we ought to behave in a self-governing community by obeying laws and policies, volunteering in the community, and staying informed on issues.

Fairness – expect equality, impartiality, openness and due process by demonstrating a balanced standard of justice without reference to individual bias.

Respect – treat people with dignity regardless of who they are and what they believe. A respectful person is attentive, listens well, treats others with consideration and doesn’t resort to intimidation, coercion or violence to persuade.

Responsibility – take charge of our choices and actions by showing accountability and not shifting blame or taking improper credit. We will pursue excellence with diligence, perseverance, and continued improvement.

Trustworthiness – demonstrate honesty in our communication and conduct while managing ourselves with integrity and reliability.
Anti-Harassment Policy

Anti-Harassment (Excerpt from the University Anti-Harassment Policy)
Boise State University exists to educate people to become knowledgeable citizens who are actively involved in the communities where they live. Critical to the development of this educated citizenry is fostering an atmosphere of respect and civility. Harassment is contrary to these values and the mission of BSU and will not be tolerated.

All members of the university community must be able to pursue their goals, educational needs, and working lives without intimidation or injury generated by intolerance and harassment. The development of creative, critical thinking skills demands freedom of thought, expression, and exploration. This requires an environment of mutual respect and tolerance for diverse persons, groups, and ideas. The goal of this policy is to promote the environment needed for creative work and study.
This policy addresses harassment in all forms, covering individuals with legally protected status for reasons of race, gender, religion, color, age, national origin, ancestry, or disability, as well as individuals who are harassed for other reasons, such as sexual orientation.

It is the policy of Boise State University that its campuses be places of work and learning which are free from all forms of harassment. Faculty, staff, and students should be aware that harassment of any kind will not be tolerated. All complaints and information will be taken seriously, will be investigated when appropriate, and appropriate corrective action will be taken when warranted by the facts.

Scope
This policy applies to all faculty, staff, and students during activities on any university property or any university-related activities occurring away from campus. The university will not tolerate harassment of its faculty, staff, or students by persons conducting business with or visiting the university, even though the persons are not directly affiliated with the university.

Definitions
Harassment is conduct towards another person or identifiable group of persons including, but not limited to, unwelcome comments or other conduct that unreasonably interferes with an individual’s work or academic performance or creates an intimidating, hostile, or offensive environment for that individual’s work, education, or participation in a university activity.

Racial Harassment
Racial harassment is conduct directed toward another person (or identifiable group of persons) on the basis of race, color, national origin, or ancestry that has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive environment for that individual’s work, education, or participation in a university activity. The conduct may be words, gestures, or actions.
Sexual Harassment
Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, education, or participation in a university activity;
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual’s employment, education, or participation in a university activity; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive environment for that individual’s work, education, or participation in a university activity.

Determination of Harassment
To determine whether a particular behavior constitutes harassment, the behavior will be evaluated by considering all available information and data. The university reserves the right to investigate circumstances that may involve harassment in situations where no complaint, formal or informal, has been filed. Sanctions may be imposed if it is determined that the policy has been violated.

You may wish to contact the Student Conduct Program at 426-1583 if you feel that another student has violated your rights (see the 2001-2002 Code of Conduct/Campus Discipline brochure). Contact Campus Security if there has been a physical assault (426-1453).

Computer Access and Use Policy
Employees who work directly with computers and student supervisors may, with prior written permission of the primary operator of the computer, use a computer for occasional personal project work after hours. We are unable to extend this resource for students doing work for others or for personal profit. The Manager on Duty may request a copy of the written permission. The Manager may process a U.M. note each time an individual other than the primary user of the computer works at a computer after hours, to inform the appropriate supervisor.

The following paragraph is taken from the Office of the Governor Executive Order 98-05 web page:
http://www2.state.id.us/gov/Execord/EO98/EO98-05.htm

All state employees shall observe the following statewide policies on computer, the Internet and electronic mail usage.

1. The following uses are acceptable and encouraged:
   a. Communications and information exchanges directly relating to the mission, charter and work tasks of the state agency;
   b. Announcements of state laws, procedures, hearings, policies, services or activities;
c. Use for advisory, standards, research, analysis and professional society or development activities related to the user’s state governmental duties;

d. Use in applying for or administering grants or contracts for state government research programs; and

e. Occasional personal use of electronic mail in lieu of telephonic communication.

2. All other uses not enumerated in Section 1 are prohibited.

3. The following sanctions shall be imposed by state government agencies for violations of the above policies:

a. Upon the first abuse of this policy, the staff member will receive at a minimum: a verbal warning of the infraction.

b. Upon the second occurrence of abuse, the staff member will receive at a minimum: a written reprimand placed in the employee’s permanent file.

c. Upon the third occurrence of abuse, the employee may receive additional sanctions deemed appropriate by the state agency head, up to, and including dismissal.

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**Safety and Security**

**Safety**
For your own safety and that of others, you must become aware of safe practices on the job. Your supervisor will instruct you in any areas of special concern for your job. Upon being hired, your supervisor will provide you with an Emergency Procedures Handbook. It is your responsibility to become familiar with its contents. Training by your supervisor is provided upon your hire. Employees of the Student Union and Bookstore will also be taught at Employee Annual Training.

**Emergency Procedures**
Knowing the safety, security and emergency procedures for your area is essential to personal and public welfare. It is vital that each employee is familiar with each procedure. You do not need to be the hero. Always Assess the Situation and Know Your Limits. Learning and using the correct procedures is a responsibility that should be taken seriously.

**Injury**
Report any injury you receive, no matter how minor it seems to you, immediately to your supervisor or the Manager on Duty. If you notice an injured or ill patron, inform the Manager on Duty on duty immediately.