**University of Wisconsin - La Crosse**

**Student Employee Expectations**

The opportunity for employment at the University of Wisconsin–La Crosse (UWL) provides economic benefits and professional level work experience which may assist in transition to the workplace following graduations. By accepting on-campus employment at UWL, a student assumes responsibility and accountability for work assignments. Some general work performance standards are included, but not limited to the information outlined below. Department supervisors may have additional expectations specific to departmental operations. **Questions concerning UWL Student Employee expectations or departmental expectations should be directed to your supervisor or to Human Resources.**

* UWL supervisors recognize that the student’s first priority is as a student; however, students should discuss their academic schedule with their supervisor and work on a collaborative basis to resolve schedule or exam conflicts.
* Students employed in more than one on-campus position must notify each supervisor of all current UWL employment. In addition, students are responsible for notifying each supervisor during any week in which the potential exists for working a total of over 20 hours total in all positions.
* Regular attendance is important and considered a basic responsibility of each employee, as others depend on you to accomplish your work responsibilities.
* Employees must be ready to begin work at the scheduled start time and remain at work during the established hours. Employees may work after the established work time only with advance approval of their supervisor.
* Employees must ensure that time sheets accurately reflect hours worked.
* All employees must work together in a manner that promotes the efficient operation of UW-L and ensures a respectful working environment by following all University policies and regulations.
* As an employee of UWL, you may be in contact with other employees, prospective employees, parents, community representatives, etc. The representation of UWL must be one of professionalism and courtesy.
* The clothing you wear contributes to our professional image. Generally, acceptable attire within our work environment may be described as clean and neat “business casual”. Examples of “business casual” include: collared shirts, blouses, casual pants/slacks, capris, skirts, and dresses. Check with your supervisor for more specific information.
* Computers are to be used for work-related University business. All users of university computing and network resources are expected to utilize equipment for University business in accordance with Responsible Use of Computing Resources Policy: <https://www.uwlax.edu/its/responsible-use-of-computer-resources-policy/>
* Internet usage such as Facebook, Twitter and personal email is not considered work-related.
* The University maintains confidential and sensitive data regarding students, faculty, staff, and/or University business. In order to properly safeguard these records, the University restricts access to those who have a legitimate business need. You must maintain this confidentiality.
* In compliance with the guidelines incorporated from the Family Educational Rights and Privacy Act of 1974 (FERPA) and the University of Wisconsin-La Crosse’s Student Records Policy, employees must take every precaution to protect the integrity of our records. Any release of information which would identify a specific student or employee is prohibited unless a signed, written release is on file with the University. Confidentiality of student records is required by Federal and State law.

**I understand my responsibility and have read and will comply with the expectations outlined above. I will review this document with my supervisor and ensure I have a complete understanding of any additional departmental expectations. Additionally I understand that my employment is temporary in nature.**

**Student Name Student Signature Date**

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