



Student Workers Policy

Student Worker Expectations

Student workers are required to comply with the work performance standards established by the department for which they are employed. Students who fail to perform in an acceptable manner may be removed from their work assignment and from the student employment Work-Study and Student Hourly program at any time.

Student workers must read, understand, and adhere to the rules and responsibilities in this policy document.

Any student who accepts a student worker position also accepts the responsibility of maintaining professional work standards.

Breaks/Mealtime

Students working more than 4 hours are allowed a 20-minute break without having to sign out. Breaks, such as lunch, of more than 20 minutes are not paid, and workers must sign out.

Dress Code

Student employees are required to wear appropriate clothing as set forth in the Student Employment Office (SEO) Student Worker Success Guide at http://www.pvamu.edu/hr/wp-content/uploads/sites/44/SEO-SOP-Student-Success-Guide_V4_11-01-19-DA.pdf

Student employees wearing inappropriate clothing will be asked to leave (sign out) and return in appropriate clothing. Student employees will not be paid for the time they are away.

Food

Food and drink should not be consumed at public service stations. The library encourages a positive customer service image. Eating food at public service desks is not good custom service.

Eating is allowed in the John B. Coleman Library; however, spilled food and drink are damaging to computing equipment and will degrade the overall longevity and comfort of library furnishings. Student workers are expected to be responsible and considerate, leaving the work area free of food, drink, and waste. Food and drink should not be consumed at workstations without supervisor approval. Student workers may have their meals in designated areas such as the library staff lounges on the first and fifth floors.

Headphone/Earplugs

Headphones or earplugs are not to be used while on duty.

In public-service areas to ensure that they are attentive to our patrons. Pending on the task in a non-public service a student worker can check with their immediate supervisor for written permission. The permission can be revoked in the event the student performance is not satisfactory according to their supervisor's standards.

Mandatory Training

Student workers must register for and complete all state mandated training required by the university. Students may use work time to take mandated training.

Name Tags

Student workers should wear name tags while on duty in public areas of the library. Name tags are available from the Library Administrative Associate – library room 207 or your immediate supervisor.

Off Duty

Off-duty students are not to be in staff areas unless meeting with supervisor.

Phone

Cell phones, personal laptops or tablets are not to be used during work hours unless it's an emergency.

Student workers should refrain from using cell phones while on duty without the approval of a supervisor. Cell phone use should be prohibited in public service areas when patron traffic is heavy.

Cell phones should be placed silent during work hours.

If a student has a computer that has software that would be useful to perform their library responsibilities, they should notify your immediate supervisor for written approval. The library will provide a computer for job-related tasks.

Privacy and Confidentiality

Student workers should perform work assignments seriously and responsibly. Student workers are required to adhere to the following rules and policies regarding the privacy and confidentiality of student and staff records and/or information:

- Any student worker involved in handling student and/or staff records or confidential information must register for the online FERPA Basics training, in addition to all state-mandated training required by the university.
- Student and/or staff records, in whole or in part, are not to be removed from any university office by student workers unless they are requested to do so by their supervisor in transporting documents from one office to another in a sealed envelope.
- Student workers granted access to student or staff record information are accountable for the protection of the information and its contents while in their possession. The student and/or staff record information protected are any personal sensitive information, such as name and social security number, UIN, student ID, and/or date of birth.
- Student employees shall not discuss personal record information.

Respect the privacy of all students, staff, and faculty and maintain confidentiality of all university records and documents.

Public Stations

Studying or doing homework assignments during working hours is not permitted except as approved by the supervisor. Use of laptops or tablets is permitted when studying or doing homework assignments is approved.

Signing in/out for work

Student workers should sign in and sign out using the iPad on the first floor. Supervisors may require additional sign-in/out procedures.

Special Needs

Appropriate accommodation for the special needs of student workers will be handled on a case-by-case basis by the supervisor.

Student Conduct and Disciplinary Action

Student workers are subject to the Student Worker Conduct policies and Disciplinary Action guidelines as set forth in the Student Worker Success Guide at http://www.pvamu.edu/hr/wp-content/uploads/sites/44/SEO-SOP-Student-Success-Guide_V4_11-01-19-DA.pdf

Time Sheets

Enter worked time into the system accurately and on time every payroll period. A schedule of pay periods identifying due dates is available on the student employment website <https://www.pvamu.edu/hr/student-employment/> Here is an example schedule chart: <https://www.pvamu.edu/hr/wp-content/uploads/sites/44/2025-Biweekly-Pay-Calendar.pdf>

Stop working immediately upon reaching the maximum earnings awarded by the Office of Financial Aid on their Federal or Texas Work-Study offer (unless otherwise approved by the hiring department to be switched to a student hourly position). Weekly monitoring of the students' award is the responsibility of the student. To assist the student in monitoring work-study awards, students must log in to the PV place and review their award to keep track of the remaining unearned award for the semester. A copy of the [Work-Study Balance Sheet is included here. \(http://www.pvamu.edu/hr/wp-content/uploads/sites/44/2021-2022-Work-Study-Balance-Sheet.xlsx\)](http://www.pvamu.edu/hr/wp-content/uploads/sites/44/2021-2022-Work-Study-Balance-Sheet.xlsx)

Work Schedule & Absentee/Tardiness

Student workers should be punctual for every work shift. If you are running late, notify the supervisor immediately.

Request time off at least two (2) business days in advance, except in case of an emergency.

Any questions a student worker or supervisor has can be found Student Employment Office (SEO) Student Worker Success Guide, pg. 7, section [3.0 FAQs- FREQUENTLY ASKED QUESTIONS](https://www.pvamu.edu/hr/wp-content/uploads/sites/44/SEO-SOP-Student-Success-Guide_V4_11-01-19-DA.pdf) (https://www.pvamu.edu/hr/wp-content/uploads/sites/44/SEO-SOP-Student-Success-Guide_V4_11-01-19-DA.pdf)

Student workers should notify the supervisor via phone and/or email, at least thirty (30) minutes in advance or as soon as possible when illness or other circumstances prevent them from reporting to work.

Request time off at least two (2) business days in advance, except in case of an emergency.

Karl Henson

1/7/2025 | 1:37 PM CST

Karl Henson
Approved Interim Library Director