

allow your supervisor time to adjust work schedules and attempt to secure a replacement.

BE PUNCTUAL - Every job assigned to students has a necessary place in the successful operation of FSU and Pierpont C&TC. Therefore, you are expected to start your work at the time scheduled with the supervisor. Remember, only your scheduled classes and labs should take priority over your work. If for any reason you are unable to be at work at your regular starting time, you are expected to notify your supervisor.

ATTENDANCE – If you are unable to report for work as assigned you must notify your supervisor. Remember, the only valid reasons for missing your work assignment is an illness or an emergency. Your supervisor may terminate your employment for an unexcused absence of two or more calendar days.

IF YOU MUST LEAVE EARLY – Should you think it necessary for you to leave your department during scheduled working hours, advance permission is to be obtained from your supervisor and your time worked adjusted.

PLEASE KEEP US INFORMED ABOUT YOURSELF – You must notify the Student Employment Office, 202A HB, in the event that you resign your job or withdraw from school.

VISITORS DURING WORKING HOURS – You must inform your friends and relatives that you cannot have social visitors during hours you are scheduled to work.

YOUR PERSONAL CONDUCT – The “personality” of FSU and Pierpont C&TC is reflected in the personality of its employees and students. As a student employee, you are a part of the school’s image. You should always treat fellow students, faculty, staff, and visitors in a friendly and respectful manner.

YOUR PERSONAL APPEARANCE – You are expected to present a neat and clean appearance at all times while on duty. Clothing worn should be appropriate for the work performed. Each supervisor has the authority to require workers to present a reasonable personal appearance as to dress, hair, and personal cleanliness. These rules may vary somewhat from one department to another, for example, from Intramurals to a departmental office. Once a supervisor or department establishes reasonable rules, they must be applied to all student employees in an equitable manner.

YOUR USE OF THE TELEPHONE – Good telephone skills can give people the feeling that we are interested in serving them and that we are friendly, helpful, and considerate. Perhaps some of these principals can serve as your guide in using the telephone:

1. Answer promptly and courteously.
2. Identify yourself by name and department.
3. Give an accurate and careful answer.
4. Offer to take a message or have the supervisor call when he/she is available.

Traffic on our telephones is especially heavy and lines must be kept open for school business; therefore, student employees are not to use the telephone for personal business, except in case of emergencies.

OFFICE PROCEDURES – Many student employees are employed in various offices at FSU and Pierpont C&TC. If you are employed in an office, it is especially important for you to learn the general office procedures and to become an expert in your specific assignment.

Typing, computer use, proofreading, spelling, punctuation, and sentence structure are office skills that many college students need to develop. No matter how impressive your work sounds, you and FSU and Pierpont C&TC may be judged negatively if the work contains misspellings or obvious errors in the mechanics of writing.

We urge you to always ask questions if you are in doubt regarding any procedure. Your supervisor will be pleased to assist you while you are learning your job assignment.

WORK ETHICS – CONFIDENTIAL INFORMATION – You may learn a great deal about other students, parents of students, and FSU and Pierpont C&TC personnel from your work. Such information must be held in strict confidence and not discussed with others unless it is necessary in the official performance of your duties. This is especially true for students working in the following areas: Admissions, Enrollment Services, Financial Aid (including the Student Employment Office), and the Office of Student Affairs

WHEN THINGS GO WRONG – OUR OPEN DOOR POLICY – FSU and Pierpont C&TC are always interested in assisting student employees who wish to discuss matters pertaining to their work. Students should feel free to arrange meetings with their immediate supervisor, department chairperson, Student Employment Program Director, or the Financial Aid Director to discuss these concerns.

FSU and Pierpont C&TC is an Equal Opportunity-Affirmative Action Institution. In compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act, West Virginia Human Rights Act, Americans with Disabilities Act of 1990, Title IX (Education Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, and the other applicable laws and regulations, FSU and Pierpont C&TC provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, disability, or sexual orientation, as identified and defined by law.

FSU and Pierpont C&TC neither affiliates knowingly with, nor grants recognition to any individual, group, or organization having policies that discriminates on the basis of race, color, age, religion, sex, national origin, disability, or sexual orientation, as defined by applicable laws and regulations. Further inquiries may be directed to the Assistant to the President, who is the Section 504 and Title IX Coordinator, Room 222 Hardway Building, telephone 367-4247.

Special accommodations will be made upon request to students with disabilities participating in the Federal College Work-Study Program.

The Student Work-Study Guide is also available in the Student Employment Office (Room 202A HB) on cassette tape and in large print for the visually impaired.

Fairmont State University and Pierpont Community & Technical College



STUDENT WORK-STUDY GUIDE