



Campus Center

Office of Student Life

Campus Center Student Employee Handbook

TABLE OF CONTENTS

Our Workplace	4
Student Employment	5-10
Opportunities & Mission	5
Guidelines for Employment	6
Scheduling, Tardiness & Finding a Substitute	7; Appendix A
Evaluation	8; Appendix B
Discipline	8-9; Appendix C
General Etiquette	11-12
Telephone Use	14-16
General Responsibilities & Procedures	18-20; Appendix D
First Aid & Emergency	19
Student Employment Participation	21
Fiscal Pay Schedule & Procedures	23; Appendix E
Appendices:	25-37
Substitution Form	A
Student Employment Performance Review	B
Disciplinary Report	C
Lounge and Senate-Club Workroom Policies	D
Timesheet	E
Student Employee Agreement	37

San Bernardino Valley College
Office of Student Life
-Our Workplace-

As you enter this place of work
CHOOSE
to make today a great day. Your customers, colleagues, and YOU will
be thankful!

Find ways to
PLAY
We can be serious about our work and still have
fun.

Stay focused in order to provide
HELP
when your customers and colleagues need you
most.

Should you feel your energy fading, try this guaranteed remedy:
MAKE SOMEONE'S DAY
Find someone who needs a helping hand, someone to listen, or a
word of support.

STUDENT EMPLOYMENT

What are the benefits of working for the Office of Student Life at the Campus Center?

- ✓ Flexible hours that work around your school schedule
- ✓ Great atmosphere, fun people, welcoming environment
- ✓ Work experience while still in school
- ✓ Enhance customer service skills
- ✓ Leadership opportunities where responsibilities and communication skills are learned
- ✓ Income
- ✓ Great location - right on campus!

What opportunities are available?

Each year the Office of Student Life employs several Student Assistants on a part-time basis. The positions available are:

- Cyber Lounge Attendant
- Student Lounge Attendant
- Workroom Attendant
- Office Assistant

What is the mission of the Office of Student Life?

The Office of Student Life assumes a leadership role in creating a campus environment that integrates the learning experience that complements the academic curriculum. We provide programs and services to enhance students' ability to learn and develop the life skills necessary to become productive and caring members of our global society. Student participation in the design and implementation of campus wide programs provides opportunities to develop and enhance characteristics of leadership, interpersonal skills, and personal growth. The office provides structured activities, programs, services, resources and facilities to accomplish this mission.

*“Effective people are not problem-minded; they’re opportunity-minded.
They feed opportunities and starve problems.”*
~ Stephen Covey; The 7 Habits of Highly Effective People

Are Diversity and Ethics important?

All SBVC employees will promote cultural educational experiences that are characterized by open and continuous communication; that deepen understanding of one's own culture and heritage; and that promote respect and education about similarities, differences and histories of culture. Employees must strive to ensure the fair, objective and impartial treatment of all persons with whom they deal. All employees must maintain the highest principles of ethical behavior and must not participate in any form of harassment that demeans people or creates an intimidating, hostile or offensive campus environment. All employees must also use suitable means to confront and otherwise hold accountable fellow employees and participants who exhibit unethical behavior.

What are the guidelines for working with OSL/Campus Center?

1. Work schedules will be made out at the beginning of each semester.
2. You *cannot* be guaranteed the full amount of hours you request, but if you want to work, every effort will be made to schedule you as many hours as possible!
3. Employees should report to work ON TIME! Report to work as early as needed so that you are ready to open or begin assigned duties by the scheduled time. This is a courtesy to the person you are relieving or working with.
4. An employee is to work all hours he/she is scheduled unless prior arrangements have been made with your supervisor and a substitute worker has been found.
5. When reporting to work:
 - a. Sign in immediately upon reporting to work.
 - b. Ask the person you are relieving if you are to continue to work on anything
 - c. he/she was doing or anything else that you should be aware of.
 - d. Perform regular assigned duties.
6. When leaving work:
 - a. Relay all messages and assignments to the next person on duty.
 - b. If you do not complete an assignment, make sure you completely explain
 - c. "What to do" to the next student worker, so that s/he can complete the
 - d. assignment.
 - c. Make sure you sign out before you leave the office.
7. Your assistance during the final exam period of each semester is required. The semester officially ends on an announced date as directed by the College (check your class schedule book). Everyone is expected to adhere to this schedule and work his/her shifts as scheduled.

How is the work schedule made?

There are four general areas considered when preparing work schedules:

- Availability
- Dependability
- Abilities, knowledge and skill
- Longevity

No guarantee can be made as to the number of hours and the days a student worker will be assigned. This depends on the total personnel pool available for the job. Copies of employee work schedules can be picked up from the Office of Student Life.

What if I am late for work?

Excuses such as, “I had a test to study for” or “I overslept” will not be accepted. It is your responsibility to be at work on time. If you are going to be late, attempt to find a substitute and contact your supervisor so someone can cover your workstation until you arrive at work.

What are the guidelines on getting a substitute?

1. It is your responsibility to find a replacement well in advance if you are going to be absent.
2. If you substitute for someone, you must fill out the Student Employee “Substitution Form.” See Appendix A for a sample Student Employee Substitution Form.
3. The form must be completed and given to your supervisor at least 48 hours prior to your absence. Forms will be kept in the Office of Student Life.
4. Attempt to find a substitute several days in advance.
5. Do not call the office and say, “I’ve tried calling everyone and can not find anyone to work, can you try to find someone for me?” If you have already called *everyone*, then there are no substitutes available. This is why it is very important to find a substitute well in advance.
6. If you wait until the last minute to try to find a substitute and cannot find one, then you will be required to work or will be penalized accordingly.
7. If you cannot secure a substitute and cannot work, speak with your supervisor as soon as possible.

Are employees evaluated?

The performance of each student employee will be evaluated each academic term by your direct supervisor. Your supervisor will make every attempt to meet with each student employee to discuss the written evaluation and concerns within the department, as well as future employment. A sample of the “Student Employee Performance Review” can be found at Appendix B.

How are employees disciplined?

When a student employee’s performance or conduct is unsatisfactory or has violated College or departmental policy, disciplinary action may be taken. A specific time period in which to correct the activity or action that is being reprimanded may be set. The employee may be scheduled to meet with his/her supervisor for a follow-up evaluation. Some examples of conduct that may result in disciplinary action are:

1. Absent from work without approval.
2. Repeated absences from meetings and training sessions.
3. Repeated last minute calls in need of a substitute.
4. Failure to implement current policies and safety/procedures as discussed in training sessions and outlined in the Handbook.
5. Repeated tardiness.
6. Not dressed in appropriate employee apparel.
7. Dishonesty.
8. Theft or misappropriation of College property.
9. Fighting on the job.
10. Insubordination.
11. Acts endangering others.
12. Not following instruction, rules or guidelines given by the full-time departmental staff.
13. Other serious misconduct.

One or more of the following steps may be taken depending on the severity of the conduct:

1. The student employee and supervisor will meet formally or informally to discuss the problem.
2. A written warning is issued outlining the nature of the performance or conduct with a copy kept in the Office of Student Life in the student employee's permanent personnel file.
3. Discipline may accompany the written warning, the severity of which will be determined by the employee's history and the act committed to merit the discipline.
4. The student employee is released from work assignments and is informed, in writing, of the reason for the release. The student employee is entitled to answer, explain or deny the reason.

See Appendix C for a sample Disciplinary Report.

Certain actions necessitate and guarantee termination, including:

- | | |
|---|--|
| ✓ Repeatedly not showing up for an assigned shift | ✓ Repeated violations of policies and procedures |
| ✓ Being found guilty of fraud | ✓ Insubordination and/or hostility towards staff and/or co-workers |
| ✓ Being found guilty of theft | |
| ✓ Engaging in acts endangering others | |

How much time do I have to correct my disciplined actions?

There will be a specific time period defined by the supervisor in which the student employee will have to correct the reprimanded action. The amount of chances given to correct the action will be determined based on the severity of the offense.

As an employee, may I express my feelings of dissatisfaction?

The Office of Student Life would like to resolve student employee complaints as promptly and fairly as possible. Student employees are encouraged to discuss complaints and concerns in an informal meeting as soon as possible.

*"I am convinced that life is 10% what happens to me and 90% how I react to it. And so it is with you...we are in charge of our Attitudes."
-Charles Swindoll*

Section Notes:

GENERAL ETIQUETTE

What type of environment does the Office of Student Life promote?

Student employees are the Office of Student Life's most effective public relations resource. Student employees create positive attitudes towards student activities and set an example for the participants. Student employees are expected to treat everyone with respect and be willing to help anyone who enters the assigned work area or event.

Student employees are required to provide prompt, courteous service by:

1. Establishing eye contact and smiling.
2. Responding immediately, as possible, to inquiries.
3. If unable to immediately attend to an individual, acknowledge them by smiling, nodding, and/or gesturing to him/her that you will assist them shortly.
4. **BE PROFESSIONAL AT ALL TIMES!**

Are Tobacco products allowed?



Student employees are not allowed to smoke, chew or dip tobacco products while on duty.

Do I clean my work area?

Student employees are required to keep work areas free of trash and neat at all times.

What do I wear to work?

Student employees will come in contact with many individuals and participants. Because of this, they should present a neat, clean and well-groomed appearance. Student employees should dress in a manner that is appropriate to the assigned work area and responsibilities. Cut-off jeans, short shorts, midriff tops, tank tops, and jeans with holes are not permitted. Student employees should be aware of the capacity in which they are working and dress accordingly. It is difficult to be considered "overdressed."

May I eat or drink while I am working?

As all of the office areas are "no food or drink allowed," therefore, student employees are not allowed to eat or have drink while working in any of the work areas. Eating and/or drinking will be permitted in the courtyard patio outside the Office Student Life during scheduled breaks.

Am I allowed to do homework while working?

Reading and doing homework is permitted during slack periods, but at no time should student employees allow homework to interfere with his/her assigned responsibilities. When slack periods occur, student employees should request other work related tasks. Professional staff reserves the right to mandate periods where no homework is allowed.

Can friends visit me at work?

Student employees are not allowed to visit with friends at your workstation. At no time should non-employees be allowed to congregate around employee counters, desks or inside the Office of Student Life staff offices.

If friends and/or family are in the lounges or workroom while student employees are on duty, student employees must refrain from constant communication with them because it not only interferes with concentration, it also interferes with performance of duties for which s/he was hired.

Are there other rules for me while at work?

Any activities or behaviors impacting customer service are not allowed. For example, headphones are not allowed while at work, as they interfere with your ability to provide prompt and courteous customer service.

How do I handle customer complaints?

- ✓ Although you should try to please everyone, there will be times this will not be possible. At some time you may not be able to solve an individual's complaint to his/her satisfaction. The best skill is in *listening!*
 - ✓ A student employee should never argue with individuals; strive to maintain a pleasant attitude throughout the situation.
 - ✓ Listen without interruption to the entire complaint.
 - ✓ Empathize with the individual's concerns without criticizing the College or Office of Student Life policies.
 - ✓ Try to suggest a solution or refer them to your supervisor or the Director who could help solve their problem.
 - ✓ Obtain the individual's name and phone number, email address, or some other way in which to contact them, your supervisor or Director will contact them to discuss their complaint.
 - ✓ Have the individual write down the complaint and make it available for your supervisor and Director to see.
 - ✓ Contact your supervisor or the Director if the individual becomes belligerent.
- If a situation becomes out of control, call Campus Safety (ext. 1222)



Section Notes:

TELEPHONE USE AND ETIQUETTE

When talking on the telephone, keep in mind that you are representing the Office of Student Life, as well as SBVC. When your voice is warm and friendly and you are courteous and tactful, people will enjoy dealing with you and our department.

What general information should I know?

Learn how to operate the phone! If you do not understand after reading the instructions ask your supervisor or someone familiar with the system.

Personal Calls: Telephones are for program purposes; do not tie up office phones with personal conversations. In the event you must make a personal call, it should be infrequent and *brief* (one minute limit). Remember, people are continuously calling various areas within the department for information, so the phone lines need to be kept open. Repeated personal phone calls (incoming or outgoing) will not be permitted. **NO LONG DISTANCE PERSONAL CALLS!**

Cell Phones: Cell phones shall not to be used while at work, except for emergency situations. If you will need to be available in the event of an emergency, this must be communicated to your supervisor. Cell phones are to be kept on “silent” mode. When you receive a call, if it is not an emergency, do not answer your phone.

How do I answer or greet people on the phone?

Always be courteous, tactful and, whenever possible, provide prompt service. Answer calls in the following manner:

1. “Office of Student Life”
2. “<Your Name> speaking”
3. “May I help you?” “Can you please hold?” “Thanks for holding.”

When you are extremely busy and a short greeting is all you have time for, simply state: “Office of Student Life, <Your Name> speaking.”



“A positive attitude may not solve all your problems, but it will annoy enough people to make it worth the effort.”
-Herm Albright

When do I place a call on hold?

ALWAYS place the telephone on “HOLD” when gathering information for a caller. Do not keep a caller on hold for an uncomfortable length of time and do not forget you have a second call. In addition:

1. Try to get back to the caller on hold within thirty seconds.
2. When you are on the phone and people are waiting in front of you, make eye contact or nod your head to acknowledge their presence.
3. If you have calls coming through and people are waiting in line, try to alternate the phone calls with the people waiting. If necessary, place the call on hold and get back to the caller when you can or write down the caller’s number and call him/her back.

How do I use the phone?

Basic Phone Functions:

- ✓ Outside Line: Dial 7, then number
- ✓ On Campus: Dial only the last 4 digits. A Campus Directory can be located in the yellow Desk Reference binder at each workstation.
- ✓ Hold: Bottom left corner of screen will state *hold*. Press the button directly under the word *hold*.
- ✓ Resume Call: Bottom left corner of screen will state *resume*. Press the button directly under the word *resume*.
- ✓ Transfer Call: Bottom right corner of screen will state *trnsf*. Press the button directly under the word *trnsf*. Enter the number to which you wish to transfer the call. Press the *trnsf* button again and hang up.

How do I take a message?

If someone is not in the office, do not give the wrong impression to the caller with statements like, “He isn’t back from lunch yet” or “She’s still on break.” Simply state “He/She isn’t in the office at this time, may I help you or take a message?” For proper message taking follow these instructions:

1. Always make sure paper and pen are by the phone to take messages.
2. When taking messages, write down the following information:
 - a. “Who” the message is for.
 - b. Phone number of person calling.
 - c. Date.
 - d. Time the person called.
 - e. Any comments needed.
 - f. Sign your name at the bottom
 - g. Caller’s first and last name (don’t assume anyone will know who he/she is).
 - h. When the caller will be available for a return call.
 - i. If you are certain when the person requested will be in the office, tell the caller in case he/she wants to call back.
3. Tell the caller that you will make sure _____ gets the message.
4. If you receive a message, complaint or other information and are not sure who it should go to, make copies of the information, date and reference the copies, and note on the copies the names of other people who received copies.



*Work is either fun or drudgery. It depends on your attitude. I like fun.
-Colleen C. Barrett*

Section Notes:

GENERAL RESPONSIBILITIES & PROCEDURES

All student workers are required to be familiar with general District policies & procedures and understand their responsibilities.

Should I know about risk management?

The safety of users and employees is worthy of your attention. While we want to do our best to prevent misuse of Campus Center space, occasional accidents/injuries may occur. Responding, as you would expect someone to respond to your closest loved one, is a good philosophical starting point.

The prevention of accidents and the proper response to emergency situations are two primary responsibilities of Office of Student Life staff members. Employees are encouraged to continually provide feedback to the Office of Student Life as to risk management matters!

Always remember to:

- ✓ Inspect your area of responsibility to discover dangers
- ✓ Reduce or eliminate the danger by taking appropriate action
- ✓ Properly supervise your area of responsibility

Risk management focuses on improving the safety in the program or facility. It has often been referred to as “structured common sense.” Risk Management can be defined as the process of planning, organizing, leading, controlling and monitoring the activities of an organization in order to minimize the adverse effects of accidental losses on the organization at reasonable cost. Our risk management program must take the following into account:

- ✓ Equipment failure, fire and other matters subject to human control
- ✓ Storms, wind, lightning and other “acts of God”
- ✓ Staff loss such as illness, injury, death and voluntary or involuntary attrition
- ✓ Third party liabilities (lawsuits based on negligence, contract violation and labor law violation)
- ✓ Government mandates such as ADA, Civil Rights laws and EEOC

Concerns regarding any of these situations will be taken seriously by the Office of Student Life, so always report any real or perceived problems associated with the program or facility’s risk management program.

What safety rules do I need to know?

1. All student employees are expected to know the rules and policies of the lounges, workrooms, hallways and assigned work areas. See Appendix D for policies.
2. Never leave your work area unattended.
3. All student employees are required to know the Campus Center hours and the lay out of the facilities.
4. All student workers are required to attend scheduled meetings.
5. Make sure all lights are on in the lounges, workrooms, hallways and assigned work areas.
6. If anyone verbally abuses, threatens or denies your request, immediately get your supervisor. If a supervisor cannot be located, warn the person that Campus Security will be contacted. If abuse continues, contact Campus Security. Make sure you can positively identify the person.

Do I need to know First Aid & Emergency Procedures?

Employees are not required to receive First Aid and CPR training. Your role, as a student employee, is to contact Campus Staff and assist the injured person, if possible and if doing so would not constitute harm to you, the injured party, or others around you.

During an emergency, keep yourself calm and attempt to keep others calm. The College's faculty and staff will provide staffing in an emergency. Comply with all instructions given and assist in the flow of information as possible.

When calling the College Police, stay calm and carefully explain the problem and location to the Police Dispatcher. In the event of an emergency dial 4491.

Is there a set emergency procedure that should be followed?

If an emergency occurs in the Campus Center, it is important that your supervisor is immediately notified of the incident. S/he will assist in determining whether additional services are needed. Follow basic emergency procedures provided in this manual.

Section Notes:

STUDENT EMPLOYEE PARTICIPATION

Participation in student activities and programming by student employees is encouraged. Through participation in Office events an employee has an opportunity to view the programs and facilities in a different perspective, assist other participants with proper information regarding policies and procedures, and represent the spirit of the Office of Student Life through their participation.

- Guidelines for Employee Participation -

1. Based upon a perceived conflict of interest, no present member of the Associated Students shall be employed with the Office of Student Life during term.
2. An employee participating in Office of Student Life programs and facilities will be held to a higher standard of conduct than other participants. The knowledge and leadership of an Office of Student Life employee is the best example for other participants. You are a model representation of the Office of Student Life participant.
3. Accepted work commitments take priority over participation in Office of Student Life programs. The two may overlap at times and student leadership activities may, at times, need to take place while on duty. Please check with your supervisor to ensure that this is allowable, and no other work-related tasks need to be completed. While on duty, such activities shall not interfere with your performance of duties for which you were hired.
4. Employees who participate and do not follow the preceding guidelines will be subject to disciplinary action. In addition, the employee may be dealt with separately as a participant, regarding such acts, by the professional staff member responsible for the program or facility.

*“It is amazing how much people can get done if they do not worry about who gets the credit.”
-Sandra Swinney*

Section Notes:

FISCAL PAY SCHEDULE & PROCEDURES

How do I keep track of my hours?

It is the student employee's responsibility to sign in immediately upon reporting to and sign out prior to leaving work. See Appendix E for a sample Timesheet.

Regarding time sheets student employees should:

1. Be sure that you legibly sign in and out for the hours you work.
2. Keep a record of the hours that you work.
3. Verify the number of hours you have worked – in a timely manner.
4. Make arrangements with your supervisor to sign your time sheet prior, on, or before the 10th day of every month.

As you check the time sheet for its accuracy, it would be helpful if you kept your own written record of hours worked over each monthly pay period. If any error is made it can be corrected on the following check. Separate or additional checks cannot be written.

What happens if I forget the hours I worked?

An employee should neither fill in his/her timesheet more than a week in advance nor leave their timesheet empty for more than a week following hours worked. In the event of discrepancy over hours worked, the printed schedule on the date in question will serve as the default.

Intentional or repeated misrepresentation of hours worked may result in disciplinary action, up to and including termination.

How will I get paid?

Paychecks are processed by the District Payroll Office. They will be delivered around the 9th of every month to the address designated on your hiring paperwork. You may also choose to enroll in direct deposit of your check into your bank account. Please see your supervisor for the correct form.

Please be sure to provide address changes to the Office of Student Life. Please see your supervisor for the correct form.

Section Notes:

APPENDIX A

SUBSTITUTION FORM

TODAY'S DATE: _____

PERSON TO MISS SHIFT: _____

PERSON TO FILL IN: _____

DATE/TIME OF SHIFT SUBSTITUED: _____

EMPLOYEE SIGNATURE: _____

SIGNATURE OF SUBSTITUTE: _____

SUPERVISOR SIGNATURE: _____

SUBSTITUTION FORM

TODAY'S DATE: _____

PERSON TO MISS SHIFT: _____

PERSON TO FILL IN: _____

DATE/TIME OF SHIFT SUBSTITUED: _____

EMPLOYEE SIGNATURE: _____

SIGNATURE OF SUBSTITUTE: _____

SUPERVISOR SIGNATURE: _____

APPENDIX B

OFFICE OF STUDENT LIFE STUDENT EMPLOYEE PERFORMANCE REVIEW

Student's Name: _____ Job Title: _____
Supervisor's Name: _____ Department: _____

Rate the student in the following categories, making specific comments in each area, if necessary.

- 1 = Poor (needs improvement)
- 2 = Average (meets job expectations)
- 3 = Good (always meets, occasionally exceeds, job expectations)
- 4 = Excellent (regularly exceeds expectations)

Rating

_____ **Job Knowledge and Skills:** Understands duties, responsibilities, and has the level of proficiency required to accomplish work. Consider also the student's interpersonal and communication skills.

_____ **Quality of Work:** Demonstrates accuracy, thoroughness, and reliability in accomplishing assigned work. Consider also the student's progress regarding goals and assignments.

_____ **Dependability:** Extent to which student can be counted on to carry out instructions and fulfill job responsibilities accurately and efficiently. Consider also the student's attendance and punctuality.

_____ **Work Attitude and Cooperation:** Extent to which student demonstrates a positive attitude, and promotes cooperation with supervisor and office staff, including respecting confidentiality.

_____ **Initiative:** Ability to be self-directed, efficient, creative, and resourceful. Assumes extra work on own initiative, adapts quickly to new responsibilities.

Areas Needing Improvement: List areas where improvement can be made.

Overall Evaluation: Consider the student's total job performance and overall contribution during the evaluation period.

Check One:

- Needs Improvement
- Meets job expectation
- Always meets, occasionally exceeds job expectations
- Regularly exceeds job expectations

Supervisor's Comments:

Student's Comments (optional): Do you agree with this appraisal of your performance? What changes in your work situation, or additional training, would help improve your job performance?

Goal Assessment: Discuss future goals and tasks for skills development.

Required Signatures:

My signature indicates that the Student Employee Performance Review has been reviewed with me, and I have received a copy.

Student: _____ Date: _____

Supervisor: _____ Date: _____

APPENDIX C

Disciplinary Report

Employee's Name: _____ Date of Incident: _____

Description of Incident:

Disciplinary Action Taken:

- Warning Final Warning Probation Termination

Corrective Measures/Review of Procedures

Supervisor's Signature: _____ Date: _____

Employee's signature acknowledging receipt: _____ Date: _____

Employee's Comments

APPENDIX D

SENATE AND CLUB WORKROOM POLICIES

The Office of Student Life houses two professional staff offices, secretarial area, reception area, workroom and storage rooms. These areas and equipment are strictly for the use of designated personnel only and any misuse or misrepresentation by any individual or organization is prohibited.

The Office of Student Life also contains several workspaces located in the rear of the Office of Student Life and on the lower level of the Campus Center next to the Bookstore. These workspaces are expressly for the use of the Associated Students (AS) and officially registered San Bernardino Valley College clubs and organizations. These workspaces are assigned to AS officers at the end of the academic year via lottery, with three (3) workspaces reserved for registered student organizations on a first come first served basis or by appointment.

Use of this space is a privilege designed to promote a place of unity and workspace for those member organizations officially registered on campus. The purpose is to provide office space and equipment, and a quiet locale to conduct club business and projects. Workspace, desks and equipment are to be used by the registered organization(s) principal/officers members and advisors only. The workspaces are not student lounges.

Persons using the workstations are expected to follow all applicable College rules and regulations. Privileges will be taken away in the event of a workspace abuse. Workspace abuse includes but is not limited to vandalism, lack of maintenance and lack of cleanliness. In addition:

1. All persons utilizing the workroom must sign in at the AS/Club Reception Desk.
2. No guests are allowed in workstations. Scheduled appointments with constituents or college personnel are allowed. All appointments must sign in with the AS/Club Reception Desk.
3. Food and/or beverages, including water, are NOT permitted in the work area at any time.
4. The removal or rearrangement of furniture without written consent from the Office of Student Life is strictly forbidden.

5. Student leaders who sign out keys are responsible for them. Failure to turn in the keys when requested will result in a replacement fee of \$10 charged to the member organization.
6. A phone is provided in the workroom to contact on campus extensions and make local calls only.
7. Office equipment and supplies assigned to each workspace are to be used with great care. The organization that has been given the use of equipment has the total responsibility for its maintenance and repairs.
8. Computer use shall be only for official AS or Club business.
9. Computers shall not be used for any explicit material.
10. Use of club members' personal software or the installation of software applications is prohibited. Intentionally altering any of the installed applications appearance or functionality is also prohibited.
11. Club members must save all work on an external drive. Saving work on the computer's hard drive is not allowed. All saved items will be deleted by the system automatically.
12. Students should not be behind, or gathered around, the AS/Club Reception Desk.

APPENDIX D – Cont.

Campus Center Lounge Policy

Whereas a significant investment has been made by the College to renovate and improve the Campus Center Lounges, the following policies are put in place to insure their proper use and long term good appearance.

The lounges are first and foremost for the use and enjoyment of San Bernardino Valley College students, faculty, staff and administrators. No others shall be permitted to utilize the facilities. All persons using the lounges must abide by established regulations.

The Campus Center Lounges comprise two main areas:

Student Lounge -- The primary purpose of the Student Lounge is socializing. The Student Lounge offers an informal location on campus for students to unwind between classes and extra-curricular student activities.

Cyber Lounge -- The primary purpose of the Cyber Lounge is to provide computer resources for faculty, staff, students, or administrators of the College.

Campus Center Lounge Rules and Regulations

Persons using the Lounge(s) are expected to follow all applicable College rules and regulations. Privileges will be taken away in the event of a Lounge abuse. Lounge abuse includes but is not limited to vandalism, lack of maintenance and lack of cleanliness. In addition patrons found in violation of the following policies will have their usage of the Lounges restricted:

1. The Lounges are for the use of College students, faculty, staff and administrators only.
 - a. Students are required to have their ID cards with them.
 - b. Guests of students or visitors are not permitted without prior written approval from the Office of Student Life.
2. Personal foods, beverages or snack items are not permitted.
3. All trash shall be disposed of properly into appropriate receptacles before exiting the Lounge(s). Any mess left by patrons shall be cleaned by the person(s) responsible.
4. Proper attire must be worn at all times. This includes shirt, shoes, pants, skirt or dress.
5. Students should not be behind, or gathered around, the Lounge Attendant's workstation.

6. Indiscreet displays of affection are considered inappropriate and not allowed.
7. Rough-housing or sports are not allowed.
8. Noise levels should be kept to a reasonable level so as not to disturb the offices inside the Campus Center.
9. Personal radios and tape players are to be used with headphones.
10. The removal or rearrangement of furniture without written consent from the Office of Student Life is strictly forbidden.
11. Weapons are not permitted.
12. The possession or use of alcoholic beverages is prohibited.
13. Rollerblades, bicycles and skateboards are prohibited.

APPENDIX E

MONTHLY TIME SHEET

(Student Name)

Date to Date

DATE	SIGNATURE	TIME IN	OUT	TIME IN	OUT	TOTAL
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

STUDENT EMPLOYEE AGREEMENT

I, (print) _____, will adhere by and execute the rules, regulations, policies and procedures stated by the Office of Student Life as a student employee. I have read the Student Employee Handbook, and I feel I have the qualifications and maturity to handle the duties and responsibilities outlined within.

Failure to perform my duties as a student worker under the standards that the Office of Student Life has set, will result in dismissal of all my responsibilities as a student employee. I also understand that I will be dismissed upon the Professional Staff's request if he/she feels I have failed to abide by certain rules and/or failed to represent the Office of Student Life in a positive fashion.

I also fully understand the Emergency Procedures described in the Student Employee Handbook.

In the event that I am terminated or choose to be relieved of my duties, I must return all materials and supplies to the Office of Student Life.

I fully understand my job responsibilities and the policies/procedures as stated by the Office of Student Life.

Office of Student Life Student Employee

Date

Office of Student Life Professional Staff

Date