

FM LANDSCAPE SERVICES Student Employee Work Policies

Students working for Landscape Services may not be employed by any other WMU department(s).

Work Schedules:

Landscape Services student employees are allowed to work 20 hours per week per the collective bargaining agreement between AFSCME and the University. Students may work up to 30 hours per week during Summer Sessions I and II if all the laid off Dining Service employees who desire to work have a job.

Students must supply their supervisor with a copy of their class schedule before the start of each semester.

Reporting for Work:

All student employees will need their Bronco ID cards to use the Kronos time clocks for tracking and recording hours worked. Students are expected to be "swiped-in" and ready to work at the start of their shifts. Failure to report for work without giving the supervisor notice of absence prior to the beginning of the scheduled work day shall automatically result in an unexcused tardiness or absence. Six tardies, or four unexcused absences in either the Fall or Spring Semester, or during Summer I and II Sessions may result in immediate dismissal.

Break/Lunch Periods:

A thirty minute rest period is scheduled from 9 to 9:30 a.m. each working day. Lunch period is scheduled from Noon to 12:30 p.m. These schedules may change during the winter or other seasons. We will pay for time on the clock should you be at work during the morning break period, but not for the lunch period. We prefer you take your breaks "on-the-job." If you choose not to, you may not leave your job site prior to 9 a.m. and return to the job site no later than 9:30 a.m. The same punctuality will be expected for the lunch period.

Safety Equipment:

All student employees performing work in the Grounds Department are required to wear foot protection; substantial leather boot-type shoe with steel toe. After 30 days of employment, and upon approval of a dated sales receipt, a student will be reimbursed up to \$50 for the purchase of safety shoes (not to exceed one purchase in any 12 consecutive months). Various types of ear and eye protection are available upon request. Hard hats are available from your supervisor.

Needles and Blood:

Grounds employees are NOT to pick up/clean up any needles (hypodermic) or blood. Do NOT touch or otherwise handle such items; contact your supervisor immediately. He/she will then have a qualified ESEM employee clean up the blood and/or needle(s).

Parking:

Parking regulations are strictly enforced on campus. Any tickets received by student employees are the responsibility of the individual.

Uniforms (T-shirts):

Student employees will not be allowed to work unless they wear the uniform T-shirt issued to them by their supervisor. These shirts are the responsibility of the student to keep clean and serviceable, and no modifications or alterations are allowed, unless approved by the supervisor. This includes wearing buttons or brassards, removing sleeves, and altering neck openings.

Smoking:

Smoking is prohibited in all University facilities, *including University vehicles.*