

1. Student employee will be assigned a DW supervisor.
2. Student employee will provide their class schedule to supervisor on or before the Drop/Add date at the beginning of each semester. Employee and Supervisor will then formulate a mutually agreed upon work schedule.
3. Student employee will strictly adhere to mutually agreed upon work schedule provided by their supervisor.
4. Student employee will work at assigned location unless instructed otherwise by their DW supervisor. If assigned location is locked and no key was provided to employee, employee should report to DW main office in Fine Arts A Room 102 for instructions.
5. If a student employee is sick or experiences an emergency requiring an absence, student will send email to supervisor and carbon copy vbusch@ufl.edu as soon as possible and no later than 8 am on day of anticipated absence. If student cannot send email informing of absence, a phone call to the main DW office is required at 352-294-2020 by 8 am of day of absence.
6. Excused absences must be submitted and approved 5 working days or sooner in advance of absence.
7. Student employee will not be paid for sick days, holidays or absences.
8. Student employee may not remove any hardware from any DW location without supervisor's approval and check out form.
9. Student employee may never borrow or remove software or software installation media from any DW location.
10. Student employee will be held responsible for locking doors and securing DW location upon leaving.
11. Student employee is to assist in keeping DW location organized and trash free.
12. Student employee may only allow approved users into a DW location. Supervisor must approve admittance of any friends or special guests in advance of visit. Guests and friends may never use DW equipment.
13. Student employee may not transfer their job or assigned hours to any other student or employee unless approved by their supervisor.