PEPPERDINE UNIVERSITY
Graduate School of Education and Psychology

GUIDELINES FOR STUDENT ASSISTANTS

You are a valuable and important asset to Pepperdine University. As an assistant, you are providing effective support to faculty and staff. Your work helps the University and is greatly appreciated. Please read and review the following guidelines with your supervisor.

Work Assignments

* Frequent communication with your supervisor is the best way to insure that the quality and quantity of your work meets expectations.
* Extra initiative is always greatly appreciated.
* You can expect to receive appropriate training, so feel free to ask any questions you may have regarding your work.
* Be available to help other departments as needed.
* There may be a probationary period for your position, please check with your supervisor.

Confidentiality

* Should be maintained at all times.
* Files are to stay in the appropriate locations.
* **Note: A breach of the Confidentiality Agreement may be grounds for immediate dismissal.** Initial _____

Professionalism

* Exhibit a professional attitude and telephone skills.
* Observe business casual attire; jeans only on Fridays.
* Maintain a neat and efficient work area.
* Personal telephone calls can be made during break periods away from assigned work area. Pay phones are located on the 1st floor.

Breaks during the work period are as follows:

*** Breaks are to be taken away from work area.**

≈ Less than 3.50 hours = no break
≈ 3.51 - 5.99 hours = 15 minute break
≈ 6 hours = 30 minute lunch break and one, 15-minute break
≈ 6- 8 hours = one 30 minute lunch break and one 15-minute break in the middle of the morning work period and one 15-minute break in the middle of the afternoon work period.

- The lunch break is not paid time.
- A skipped lunch break does not result in early departure, and a skipped break is not counted as extra work time.
- You cannot work more than 5 days in 1 week
- You cannot work more than 19.75 hours **(Even if you have multiple positions)**
- **You are not allowed to work overtime**

Absences

- Please notify your supervisor in advance if you are going to be late or absent.
- You are responsible to help find a replacement when you are absent.
- Plan ahead to anticipate your class requirements, so they do not interfere with your work schedule.
- **Note: 3 missed workdays in a trimester constitutes excessive absence and may result in termination.** Initial _____

Compensation

- Your hours worked must be submitted biweekly for payment.
- Hours will follow anticipated schedule listed on the Assistantship Agreement, variation will require separate supervisor approval.
- The deadline for submitting hours online is 5:00 p.m. on the Thursday they are due.
- Please refer to the schedule for due dates and note any early ones due to a University holiday.
- **Note:** Any hours submitted after the deadline will be paid the following pay period.
- **Note:** Students must also turn in a copy of their approved hours to Melissa Nelson to receive a paycheck
    - **Students may submit a hand timesheet signed by both the student and their supervisor**
      OR
    - **Students may submit their hours via email to their supervisor(s) and have them forward that email to Melissa Nelson stating "I approve the hours worked"**

* **Note: Continuation of employment is contingent on regular, timely submission of hours worked. Two (2) or more late submissions of hours worked may result in termination.** Initial _____

  - Must receive the "**Welcome E-mail**" from Melissa Nelson regarding their position which signifies that all steps have been completed and the student is now approved to work

When Students Can Start Working:

* Must receive the "**Welcome E-mail**" from Melissa Nelson regarding their position which signifies that all steps have been completed and the student is now approved to work

  The "Welcome E-mail" will contain the following:

  1. **The date the student may begin working**
  2. **The students Job Code**
  3. **The students Department Code**
  4. **The schedule for submitting their hours into Kronos and the actual dates they get paid**
  5. **The kronos Student User Guide**
  6. **Instructions on how to use Transfer Codes**
  7. **Instructions for signing up for Direct Deposit**
  8. **Hand Timesheet**

Eligibility for Discount at Pepperdine Bookstore

* Currently employed student assistants are eligible to receive a 10% discount at the Pepperdine Bookstore at the time of purchase. Be prepared to present a copy of your assistantship contract as proof of your eligibility.

I have read and agree to adhere to the above "Guidelines for Student Assistants".

_____ _____

Student Assistant Date

_____ _____

Supervisor Date

PEPPERDINE UNIVERSITY
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STUDENT EMPLOYEE
CONFIDENTIALITY AGREEMENT

I understand and recognize the responsibility implied by my access to confidential data contained in University records in the performance of my duties as a student worker. I understand and agree to the following:

1. I will not reveal any information to any person or agency pertaining to the performance of my duties or information contained in records which I am privileged to access.

2. I agree not to access computer files prior to performance of my duties without express consent and permission from my immediate supervisor.

3. I will report immediately to my supervisor and person(s) who has requested information from me pertaining to information contained in records of computer files which I am privileged to access.

I understand that any violation of this agreement will result in immediate termination of my employment as a student worker at Pepperdine University.

_____ _____
Name (Print) Date

_____
Signature

PEPPERDINE UNIVERSITY
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COMPUTER AND NETWORK USAGE AGREEMENT

All university-owned computers and systems are to be used only by authorized persons for University business and academic purposes. There is no guarantee of privacy associated with your use of these systems, which is governed by the University Computer and Network Usage Policy. To obtain a copy, contact Personnel Services. Use of these systems constitutes acceptance of the conditions set forth in the above-mentioned policy. If you so not accept, then you are not authorized to use any University computer system.

Authorization

I have read the above and agree to abide by the terms of the University Computer and Network Usage Policy.

Last Name (Please Print)	First Name	Middle Initial

Signature	Date

PEPPERDINE UNIVERSITY
Graduate School of Education and Psychology

PHOTOCOPIER USE AGREEMENT

University copies may be used for University business only.

I agree to use Pepperdine University copy services in a manner consistent with the policies of Pepperdine University and State and Federal laws. I recognize and accept that my authorization code use may be discontinued at any time, and is automatically rescinded at the end of the Student Assistantship contract period.

I understand that use of photocopiers for personal business or dissemination of the photocopy code to any other individual is grounds for immediate termination.

_____ _____
Signature Date

_____ _____
Supervisor's Signature Date

PEPPERDINE UNIVERSITY
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ONLINE TIME SUBMISSION AUTHORIZATION

I hereby authorize GSEP administrative personnel to authorize hours submitted through the online payroll system based on the information provided by me online.

I also certify that the hours I record online are accurate and have been approved by my faculty/staff supervisor.

_____

Student's Signature Date

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PARKING AGREEMENT

If you accept an assistantship at a campus other than the one where you hold a parking permit, it is your responsibility to cover any parking fees. If you do not hold a parking permit at a graduate campus, parking fees at all campuses are your responsibility.

We understand that this may pose an additional expense for you. If this is an issue, you should be careful to only accept assistantship positions at the campus where you currently hold a parking permit. No exceptions will be made.

Authorization

I have read the above and agree to abide by the terms of the University Parking Policy.

Last Name (Please Print)	First Name	Middle Initial

Signature	Date

PEPPERDINE UNIVERSITY
Graduate School of Education and Psychology
MEMORANDUM

BREAK POLICY

The following information is according to labor code:

* The lunch break is to be taken during the middle of the workday (i.e. 12:00 to 2:00 p.m.)
* The lunch break is not paid break.
* If you take a half hour lunch break, your shift is from 8:00 a.m. to 4:30 p.m.
* If you take an hour lunch break, your shift is from 8:00 a.m. to 5:00 p.m.
* A lunch break may not be combined with any other break(s).
* There are two paid fifteen-minute breaks in an 8-hour workday. One in the morning and one in the afternoon.
* You cannot work more than 5 days in 1 week
* You cannot work more than 19.75 hours in 1 week **(Even if you have multiple positions)**
* You are not allowed to work overtime

=> Less than 3.5 hours = no break
=> 3.51 hours - 5.99 hours = one 15 minute break
=> 6 hours = 30 minute lunch break and one, 15 minute break
=> 6 - 8 hours = one lunch break and one 15 minute break in the middle of the morning work period and one break in the middle of the afternoon work period

Pepperdine University
Graduate School of Education and Psychology
Harassment Training Agreement

Upon acceptance of an assistantship, you are required to successfully complete harassment training within two weeks of your hire date. Please print out your completion certificate and return it to the Student Employment office as evidence of your successful completion of the training.

Pepperdine University is committed to providing a campus environment free from all forms of sexual harassment. Since we respect the dignity and worth of the individual, it is vital that our students, faculty and staff are able to work, study, and live in an environment safe from sexual harassment. Further, as a university committed to the highest standards of academic excellence and Christian values, we are called to a high standard of behavior and ethical practice.

In keeping with this commitment, we are instituting a web-based interactive education and training program to inform our community of their responsibilities with regard to the prevention of sexual harassment. The program is a way for members of the Pepperdine community to gain a better understanding of what constitutes sexual harassment, as outlined in current laws. It also provides examples to illustrate words and behaviors that might reasonably be regarded as harassment, and should therefore be avoided.

Thank you for taking the time to complete this program and for working together to uphold the University's mission and reputation for excellence in all our endeavors. The training can take up to two hours and will be counted as paid work time.

Link:
http://www.workplaceanswers.com/pepperdine/

Authorization
I have read the above and agree to successfully complete the online harassment training within two weeks of my hire date. If I do not complete the online survey I could potentially be released until it is completed.

_____

First Name (please print) Middle Initial Last Name

_____ _____

Signature Date

_____

DUPLICATE – PLEASE DETACH AND GIVE TO STUDENT

Please go to the following link:
http://www.workplaceanswers.com/pepperdine/

Select the “Student” link to take the Harassment training. To print your certificate at the end, you will need to enter your name, select “GSEP” as the school, select the department you work for, and choose the “Student Employee” option.

Be sure to use a computer that is connected to a printer as you will need to print the certificate of completion at the end.

Authorization
I have read the above and agree to successfully complete the online harassment training within two weeks of being hired and will print out the completion certificate and return it to the Student Employment office in WLA. If I do not complete the online survey I could potentially be released until it is completed.

_____ _____

Signature Date

Melissa Nelson, Administrative Coordinator,6100 Center Drive, 5th Floor, Los Angeles, CA 90045 or fax to (310) 568-5755