

CaTS Student Employee Contact Info and Schedule
To be completed prior to beginning of each quarter.

Name:

CaTS Username (HEAT/calendar):

Phone:

Alt. Phone:

E-mail:

Schedule

Complete and submit to Mike Natale

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

Sunday:

- WINGS Calendar must reflect all appointments and schedule changes.
- You must Report to immediate supervisor at beginning of each shift. Leave voicemail if they are not available in person.
- If sick, late or needing to leave early, inform supervisor and update calendar as early as possible.

Please Initial _____

Policies for Student Lab and Desktop Technicians

Reporting in:

Students must report in to their supervisor at the beginning of each scheduled work time. If the supervisor is not available at the time leave a note or leave voice mail to let them know.

Calling in Sick:

Students working for Desktop Services should call Mike Natale at 775-3910 or Mike Duncan at 775-3538. Lab technicians should call Jeremy Hamman at 775-3906 or Jerry Hensley at 775-2349. If you have to leave voice mail please call back to see that someone received your message.

Requests for time off:

Please give your requests for time off to your supervisor at least 24 hours in advance. This does not apply to emergency situations.

Professionalism:

Student workers are expected to conduct themselves in a respectful and professional manner in dealing with clients, fellow student workers, and the staff of CaTS. There is no formal dress code but students are expected to dress neatly. There is to be no visiting with friends while you are working.

First Strike:

This is a verbal warning given for any breach of the policies stated in this document or other improper behavior. This gives the individual a chance to improve/correct the situation.

Second Strike:

This is an ultimatum given to not let the breach of policy happen again. The problem has to be corrected. There will be no next time.

Third Strike: You are out.

Note: Individual strikes last one quarter and each quarter starts a new record, but any consistent pattern of policy breaches will result in termination of employment.

Please Initial _____