



## Student Employee Rights and Responsibilities

### A. Work Expectations

Student employees are required to comply with the performance standards of the department for which they work. Students who accept a student employee position accept the responsibility of maintaining professional standards and agree to the following:

1. Perform assignments in a responsible manner
2. Adhere and comply with all federal, state and University confidentiality regulations.
  - a. Students' university and academic records may not be removed from any university office by student employees unless they are requested to do so by their supervisor.
  - b. Student employees who are granted access to student records are held responsible to protecting the information and contents while in their possession
  - c. Sharing personal university records or records of family, friends, or peers is prohibited
  - d. Discussing university records outside of work responsibilities with family, friends, or peers is prohibited
  - e. Making personal use of university equipment or supplies is prohibited, except as granted by the supervisor
  - f. Student records are to be accessed only when a work assignment requires the student employee to do so.
  - g. Student employees are prohibited from working with or changing their own student records
  - h. Student employees are strictly prohibited from unauthorized access, entry, alteration, tampering, falsification, copying or distribution of academic, personnel, or payroll records.
3. Work a predetermined work schedule as agreed upon with the supervisor.
4. Monitor and record correct work hours as outlined in the UNC Asheville Student Employment Policy.
5. Report in OnePort Time Sheets the correct number of hours worked on the correct days.
6. Notify supervisors as soon as possible when illness or other circumstances prohibit working scheduled hours.
7. Perform job duties in a professional manner.
8. Avoid studying or doing homework during work hours unless given permission to do so by the supervisor.
9. Will not start a position until the employment paperwork has been submitted and official approval has been granted to the supervisor.
10. Students may not work as student employees after the date of their commencement.

## **B. Personal Conduct of Student Employees**

All student employees should adhere to all applicable federal and state laws as well as University of North Carolina and UNC Asheville rules and policies, including but not limited to:

- Background Check Policy, Policy 88, Policy Code 3127
- Disabilities and Reasonable Accommodations in Employment, Policy 94, Policy Code 3161
- Equal Employment Opportunity and Affirmative Action Policy, Policy 63, Policy Code 3120
- Improper Relationships between Students and Employees Policy, Policy 54, Policy Code 3160
- Programs and Activities Involving Minors, Policy 149, Policy Code 5204
- Sexual Harassment Policy, Policy 49, Policy Code 3157
- Unlawful Workplace Harassment Policy, Policy 96, Policy Code 3158
- Workers' Compensation Program, Policy 40, Policy Code 3260

Departments may establish additional policies and procedures for its employees which are considered necessary for effective operation. Violation of any of these policies and procedures may be considered for disciplinary action and may result in termination of employment. Incidents may include:

1. Absence of work without prior notification or without good cause, or excessive absenteeism/tardiness.
2. Malicious destruction or willful neglect of UNC Asheville property
3. Theft or attempted theft from UNC Asheville, students, visitors, or other employees.
4. Use of UNC Asheville property as personal property including land, buildings, facilities, equipment, computer software, supplies, telephones, and copy machines.
5. False information on employee application, timesheets, and other personnel or work-related records.
6. Disregard for safety protocols established by UNC Asheville, including the obligation to report all accidents and injuries incurred.
7. Refusal to carry out assignments and instructions as outlined by the employer, unless such actions constitute an unsafe environment.
8. Reporting to work under the influence of alcohol or other controlled substances without a prescription.
9. Use of vulgar or threatening language.
10. Instigating or engaging in a fight.
11. Verbally abusing, physically attacking or obstructing a staff/faculty member, a constituent or a supervisor.

## **C. Performance Evaluations**

Supervisors are encouraged to give student employees periodic performance reviews. This process may be used to identify the student's strengths and areas of improvement and to reinforce the supervisor's/department's expectations. Supervisors may create their own evaluation.

## **D. Motor Vehicle Usage**

Positions which require the student to drive must require students to have a valid driver's license. When recruiting to fill vacancies, requirements of a valid driver's license must clearly be stated on the job posting. In addition to valid licenses, student employees who operate a state vehicle or personal vehicle for UNC Asheville

business must follow the same procedures as other UNC Asheville employees. See policy on [Use of Motor Pool Vehicles](http://publicsafety.unca.edu/parking/motor-pool-policiesprocedures), <http://publicsafety.unca.edu/parking/motor-pool-policiesprocedures>.

#### **E. On-the-Job Injuries**

All employees, including student workers, are protected by the North Carolina Workers' Compensation Act. Worker's Compensation is available to all employees who suffer an accidental injury or occupational disease arising out of, or during the course of, employment at the University of North Carolina Asheville. Refer to Workers' Compensation Program policy (Policy 40, Policy Code 3260)