**Departmental Welcome/ Work Philosophy/Department Branding[[1]](#footnote-2)**

We are pleased to welcome you to <Sample Department> as a <Sample Forward-Facing Representative>. In your role, you represent Princeton University to members of the University community and general public. It is therefore important for you to convey a positive attitude and wear professional attire (no ripped clothing or concert logo t-shirts) in this public-facing role.

**Prior to Working**

All student employees are required to complete the I-9 form prior to working. If you have already completed the I-9 with Princeton for another student job, you do not need to submit it again. However, if this is your first job with the University, please review the steps required to complete the I-9 listed on the [Student Employment website](https://finaid.princeton.edu/student-employment/information-undergraduates/prior-working).

**Job Description**

<Insert Job Description Here>

**Departmental Rules/ Expectations/Confidentiality**

*Include rules specific to your business needs here. For example, areas where food storage and consumption are permitted or prohibited. If music can be played during work hours. If studying is permitted during down time. If student employees have PROX or key access to the job site, note rules around office access.*

*If your office deals with confidential information including student or staff records, you should note expectations around confidentiality here and advise the student employee that a confidentiality statement will be completed separately.*

**Scheduling and Punctuality**

<Sample Department> uses (name of software or document) to arrange shifts for student employees. Student employee schedules are determined <2 weeks> in advance.

If you are unable to make a shift for any reason, please let us know with at least 3 days notice whenever possible. You should notify the following individuals if you are unable to make a scheduled shift: <staff supervisor, etc>. *Note: your department may also wish to mention protocols for swapping shifts here if applicable.*

You are encouraged to arrive at work a few minutes *before* work is scheduled to begin so that you are ready to begin work at the scheduled time. *Arrival at work 5 minutes after your start time is considered an instance of tardiness. Arrival at work 15 minutes or more after your start time is considered an unexcused absence.*

Three instances of tardiness are equivalent to one unexcused absence. More than 2 unexcused absences within a term (fall, spring, summer) are grounds for termination. You will be given a written warning for all unexcused absences.

Absences are only excused for the following reasons: Illness, family emergency, rescheduled exams, if you have secured a substitute for your shift, and/or unusual circumstances approved at the discretion of a staff supervisor.

**Discipline/Dismissal**

As outlined above, your employment may be terminated if you have more than two unexcused absences or instances of tardiness equivalent to the same. Your employment may also be terminated for failing to fulfill the expectations of this role and/or disciplinary issues.

When feasible, a written warning will be issued advising you of areas needing improvement that, if uncorrected may result in termination. However, performance issues, violations of University or departmental policy, and/or illegal activity may result in immediate termination.

**Sick Time**

Sick time is accrued at a rate of 1 hour for every 30 hours of work; your sick time balance is visible in the “Accruals” section of your [JobX Dashboard](https://princeton.studentemployment.ngwebsolutions.com/jobx_userdashboard.aspx). If you miss work due to illness or another [acceptable reason](https://www.nj.gov/labor/forms_pdfs/mw565sickleaveposter.pdf) and have accrued sick time, you are eligible to claim sick time on your timesheet. Full details of student employee sick time policy are available [online](https://finaid.princeton.edu/student-employment/information-undergraduates/student-employee-benefits-resources).

If you are feeling sick, we strongly encourage you to take sick time. If you have a fever or have reason to believe you have a contagious illness, you should NOT come to work.

If you must miss work due to illness, please contact your <student or staff supervisor> with as much advance notice as is practicable.

**Breaks**

Paid and Unpaid break time is available depending on the length of your scheduled shift.

Shifts less than 4 hours – no break is mandated, but students may ask their supervisor for one 10 minute paid break if needed.

Shifts exceeding 4 hours – one 10 minute paid break is permitted

Shifts exceeding 6 hours – one 30 minute unpaid meal break and one 10 minute paid break is permitted

Shifts exceeding 7 hours – one 45 minute unpaid meal break and two 10 minute paid breaks are permitted.

Break time must be scheduled with the approval of your supervisor. Paid break time may not be accumulated, added to unpaid meal breaks, or be used to start a shift late or leave a shift early. Paid break time that is not taken may not be used toward the calculation of overtime.

**Timesheet Submission and Pay Calendar**

You are responsible for submitting timesheets via the TimesheetX system. The timesheet submission deadline is typically every other Sunday, and you will receive an automated email reminder as the submission deadline approaches.

Details of how to submit a student timesheet are available in this [brief tutorial document](https://princeton.studentemployment.ngwebsolutions.com/cimages/TimesheetX%20-%20Tips%20for%20Student%20Time%20Entry.pdf).

Once your timesheet is submitted, you will be paid according to the [University’s bi-weekly payroll calendar](https://finance.princeton.edu/system/files?file=documents/FY25%20Payroll%20Scheduled_Biweekly%20and%20Students_0.pdf&check_logged_in=1). If you do not submit your timesheet by the published deadline, your payment may be delayed.

**Student Employee Signature**

Please sign below, indicating you have read and understand the expectations and procedures outlined above.

**Student Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Areas highlighted in grey are intended to be updated with specific departmental instructions by the employing department. [↑](#footnote-ref-2)