

## **VIKING UNION STUDENT EMPLOYMENT**

### **A. EQUAL EMPLOYMENT**

The Viking Union, in keeping with the law and spirit of equal opportunity, shall not deny any full-fee paying student of Western Washington University employment because of race, color, religion, national origin, gender, sexual orientation, age, marital status, or the presence of any sensory, mental, or physical handicap. No question on the application shall relate to political or religious affiliation or racial origins of the applicant. Employees must carry at least ten (10) credits. Special consideration will be determined by the University's Coordinator of Student Employment.

The Viking Union will supply copies of the University's Affirmative Action/Equal Opportunity Guidelines to student employees upon request. Explanations of the policies may be received from the Director of Viking Union Facilities, Office of Student Affairs, or the University Equal Opportunity Center.

### **B. NUMBER OF HOURS WORKED**

You may not work in more than one (1) job within the Viking Union or be employed by the Associated Students in any other capacity (the only exception being substitution on a temporary basis in another Operations Area). You may work in another University department, providing your total work hours do not exceed 19 hours per week. (Any exceptions will be determined by the Director of Viking Union Facilities in conjunction with the Center for Work Experience.)

### **C. PAY PROCEDURES**

You will be paid on a twice-a-month basis, at an hourly rate or salary, based on the current pay scale of the Viking Union in conjunction with the Student Employment Center. Pay checks will be issued by the University on dates determined by the Payroll Department. Because of the time necessary to process payroll entries, your initial pay check may come three (3) to four (4) weeks after your first day of employment, provided you've worked during the last pay period. You may pick up your check on the designated dates (as posted in VU-538) at the University Cashier from 9 a.m. to 3 p.m., or other locations as indicated. You must present a picture I.D. You may have your check mailed to you by leaving a self-addressed stamped envelope with the cashier. You may have your check directly deposited to your bank account by completing a direct deposit form. If you have any problems or questions, come to the VU Finance Office, VU-538, x3150.

#### **D. WORK SCHEDULES**

You will determine your work schedule at the beginning of each quarter in conjunction with your supervisor and fellow employees. You will be expected to maintain these hours and be prompt in reporting for work (always remember someone is waiting for you). Employees wishing to change hours must have their supervisor's permission.

#### **E. REPORTING LATENESS AND ABSENCES**

If you are going to be late or absent, you should attempt to find a substitute. Failing that, contact your supervisor. If unable to do that, call the Building Manager or the Administrative Offices. Please do not wait until the last minute.

#### **F. BREAKS**

You may ask the Building Manager or Administrative Office personnel for a short break at their discretion. Please remember that everyone has his/her own responsibilities. Employees are not entitled to a regular break unless you work more than a four (4) hour shift. Breaks should be kept to a maximum of 15 minutes.

#### **G. WORKMAN'S COMPENSATION**

All employees of the University, including students on hourly wages or salary, are covered by the state industrial indemnity plan. This plan may protect you against all medical and related costs incurred as the result of an accident or occupational hazard while employed by the University. It does cover unpaid volunteers who fill out a volunteer time sheet, but not injuries incurred on the way to and from work. **IF YOU ARE INJURED ON THE JOB, INFORM YOUR SUPERVISOR IMMEDIATELY.** If you are treated for an injury, **IN ALL CASES**, fill out the appropriate State of Washington forms available from the medical facility. If you cannot contact your supervisor, notify the Building Manager or administrative staff.

#### **H. ORIENTATION AND TRAINING**

In order to promote the smooth operations of all staff areas while retaining and enhancing the cohesiveness of the Viking Union as a total functioning unit, a comprehensive orientation and training session will be scheduled prior to the facility's opening each academic year. These sessions are mandatory for all student staff, who will be compensated for the time spent in training.

Viking Union/Student Activities/Associated Students  
Policies & Procedures

Individual staff members who are hired after the beginning of the academic year will receive a similarly comprehensive orientation and training, to be provided by the employee's respective supervisor.

Please be alert and be careful. If you spot a potentially unsafe situation, equipment, etc., notify your supervisor, Building Manager or administrative staff.

**Interpretation and Enforcement:** –Viking Union Administration

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Approved By: Viking Union Administration

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