

SMITH COLLEGE

Student Employee Agreement

I _____ accept all of the responsibilities and duties, which come with my employment with Dining Services, and agree that my first priority during my employment is to serve the needs of the department.

I agree to safeguard all materials that I work with, including currency or guest passes, in carrying out assigned duties. I understand that loss, damage, or alteration of any of the materials listed herein may be grounds for dismissal or other disciplinary action.

I will maintain an appropriate professional attitude at all times and keep in mind that while working I represent both Dining Services and Smith College. I will endeavor to contribute positively to their reputation and success, and will protect and maintain the confidentiality of all information acquired while working with Dining Services.

I will adhere to the schedule established and I will notify my House Staff and Coordinator as soon as possible of any deviations from my schedule, including illness, reading period, or vacations. It is my responsibility to find a substitute to fill any shifts I can't work. I understand that my reliability in attendance and job performance is critical because students and staff will be depending on my contributions.

If evidence is discovered that indicates a student falsified any information on the student payroll, failed to report any overpayment, or committed a serious violation of her employment under the Honor Code, the matter will be investigated as a serious, non-academic infraction. If warranted, either the supervisor or the Student Employment Coordinator will turn the complaint over to the Dean of Students and the Judicial Board for appropriate disciplinary action.

Student Signature

Date

Coordinator

Date