

# Emmaus Bible College

## Instructions to all Student Employees

1. You must report to work on time each day and work your scheduled shift. Failure to do so may result in the loss of your job.
2. When time off is absolutely necessary, you must get approval from your supervisor beforehand.
3. You are required to let your supervisor know if you are participating in any extracurricular activities, such as choir, basketball, etc. which may interfere with your normal work schedule.
4. You should be alert in seeing work to be done in your department and willingly carry out any instructions from your supervisor.
5. You are not allowed to accept work assignments from anyone other than your immediate supervisor. Any such requests should be referred to your supervisor.
6. You may not make any purchases for the college without approval of your supervisor.
7. You are responsible for protecting College property.
8. You are expected to use materials required for your work as economically as possible.
9. **You must clock out for your lunch break. One half hour (30 minutes) will be deducted for meal time from any work period which equals or exceeds six (6) hours.**
10. If you want to quit your job, you must notify your supervisor at least seven (7) days in advance.
11. If at any time you are not fulfilling the requirements of your position, your supervisor maintains the right to terminate your employment.
12. You will be paid by 4:30 on the 15<sup>th</sup> and last day of each month. There will be **no salary advances.**
13. **You are responsible for clocking in and out, using the electronic time clock rather than paper time sheets. You will not be paid for incorrectly clocked work shifts.** Any corrections to time clock shifts, or an additional shift not recorded on the time clock, must be made on the appropriate paper form and *then signed by your supervisor.*
14. Generally speaking, students are encouraged not to work more than 20 hours per week.
15. **Unless you have made prior arrangements with the Student Accounts Office the college reserves the right to deduct up to 75% of each paycheck to be applied to any unpaid balance in your student account.**
16. If you withdraw from Emmaus Bible College and have an unpaid balance on your student account, your paycheck will be credited to your student account.

**I understand and agree to the above conditions.**

\_\_\_\_\_  
Student ID #

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature of student employee)