* Be on time for work. Your work schedule is 8:00 a.m. to 5:00 p.m. with an hour lunch.
* You are to take two 15-minute breaks each day, one for each half of your work shift.
* Overtime is not allowed under any circumstance unless prior written approval is obtained from the supervisor.
* Annual leave is to be requested at least 2 days in advance for single days and at least a month in advance for a week or more. While emergencies do arise; employees are requested to adhere to these department policies.
* Sick leave must be phoned in at least 30 minutes in advance of the employees scheduled time of work. Call in on the supervisor’s phone: 335-xxxx. If the supervisor is not available leave a message on the answering machine.
* Absences that do not have prior approval of the supervisor may/will be considered leave without pay and insubordination.
* Extended illnesses (over 3-days) or chronic intermittent absences may qualify for Family and Medical Leave (FML); employees are requested to adhere to this university policy.
* If you have concerns or problems, report them directly to the supervisor.
* Respect co-workers and present a professional manner at all times. No profanity is allowed in the department.
* Attend and actively participate in all unit and departmental staff meetings.
* The dress code for the department is business casual; jeans may only be worn on Fridays, unless prior approval has been given.
* The University computer, internet and email systems are to be used for work related activity in accordance with the State Ethics laws and Business Policies & Procedures Manual (BPPM) 20.37.
* Telework arrangements must receive prior approval and the telework form has been signed and filed appropriately.

I have read and understand these department expectations.

Employee Signature Date