1. Undergraduate students must be enrolled for a minimum of 6 credits, international students must be enrolled for a minimum of 12 credits, and graduate students must be enrolled for a minimum of 5 credits of study per semester (summer semesters have different enrollment requirements). A student falling below these posted minimums will be terminated at that point in the semester.

2. U.S. students cannot work more that 26 hours per week, and international students may not work more than 20 hours per week. (Summer term the allowance is increased to 40 hours.) Students may not work more than 8 hours in one day. Students are prohibited from working during their scheduled class time.

3. Student employees:
   A. Are expected to report to work on time and alert their supervisor that they are reporting for work.
   B. Should request permission in advance to be absent from work if special circumstances arise.
   C. Should notify their supervisor within 15 minutes after the start of the workday if they will be absent.
   D. Should keep an accurate record of their hours worked on the time sheet. Time sheets must be submitted to the Financial Aid Office no later than 12:00 pm every Friday. Submission of time sheets is the responsibility of the student, not the supervisor.

   After time sheets are turned in on the last day of the two-week pay period, an additional week is needed for payroll to be completed and a check issued. Paychecks are issued bi-weekly on Friday afternoon and may be picked up from the Administration Office located on the seventh floor, southwest side of the building. Students are encouraged to sign up for direct deposit. Unclaimed checks will be held for a two-week period before being mailed.

4. Work rules minimize the chance that any employee, through misunderstanding, may become subject to disciplinary action. All student employees should understand that certain rules, such as insubordination, may result in immediate discharge, and repeated violations of even a minor rule may result in discharge. This list is not intended to be inclusive, but rather serves as a general guideline of unacceptable behavior.
   A. Unexcused tardiness or absenteeism.
   B. Failure to notify your supervisor within 15 minutes after the start of your shift that you will be late or absent.
   C. Unsatisfactory work performance.
   D. Loafing or other abuse of time during assigned work hours.
   E. Interfering with an employee’s performance of duties by talking or other distractions.
   F. Leaving the regularly assigned work location without permission from a supervisor.
   G. Performing personal work such as homework or e-mail on university time.
   H. Failure to record accurate hours on the time sheet.
   I. Violation of a safety rule.
   J. Destruction, defacement or mutilation of University property either intentionally or due to negligence.
   K. Violation of security regulations.
   L. The taking of rest periods in an unauthorized location and/or at an unauthorized time.
   M. Delay or failure to carry out assigned work or instructions.
   N. Failure to report for work neat in appearance and suitably dressed for the job to be performed.
   O. Refusal to perform work issued by a supervisor.
   P. Falsifying any University record.
   Q. Gambling of any kind on University property.
   R. Fighting or the use of abusive language on University property.
   S. Bringing, consuming, or possessing alcoholic beverages or narcotics on the campus or reporting for duty under the influence of alcoholic beverages or narcotics.
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T. Carrying firearms or other dangerous weapons on University property.
U. Disclosure of confidential University information to unauthorized persons.
V. Smoking in unauthorized areas.
W. Threatening co-workers or students with physical harm or slandering another employee.
X. Sleeping during working hours.
Y. Use of office equipment (telephones, copiers, and computers) is strictly prohibited for personal use.
Z. Being in an unauthorized part of the building at any time.

For more information, please visit the Ferris website:
Go to:  www.ferris.edu
Click on:  the white search box and type “student employment handbook”