

Atwood Memorial Center

**Student Employee
Policies**

Atwood Memorial Center 110 • 720 Fourth Avenue South • St. Cloud, MN 56301
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AMC Student Employee Policies

Dear Atwood Student Employee,

Atwood Memorial Center offers a variety of student employment opportunities. As an employee, you have a unique opportunity to gain new skills, meet and work with a diverse group of people, and, of course, earn money to assist you with your educational expenses. Student employees help keep Atwood funning from the moment the building opens in the morning until the last late-night event is complete!

Atwood Memorial Center is an important campus facility serving a special mission in the university community. As the gathering place of the campus, we are here to provide a wide range of programs and services to students, faculty, staff and the community. Our mission is to meet the social, cultural, and co-curricular needs of all.

As both a student and an employee, you have many opportunities to influence the mission and direction of Atwood. Please feel free to give me your ideas and suggestions on how we can better serve you and our guests.

Chapter 1 – About Atwood Memorial Center

THE ROLE OF A STUDENT UNION

The union is the community center of the university, serving students, faculty, staff, alumni, and guests. By whatever form or name, a college union is an organization offering a variety of programs, activities, services, and facilities that, when taken together, represent a well considered plan for the community life of the university.

The union is an integral part of the educational mission of the university.

- As the center of the college community life, the union complements the academic experience through an extensive variety of cultural, educational, social, and recreational programs. These programs provide the opportunity to balance course work and free time as cooperative factors in education.
- The union is a student-centered organization that values participatory decision making. Through volunteerism, its boards, committees, and student employment, the union offers first-hand experience in citizenship and educates students in leadership, social responsibility, and values.
- In all its processes, the union encourages self-directed activity, giving maximum opportunity for self-realization and for growth in individual social competency and group effectiveness.
- The union's goal is the development of persons as well as intellects. Traditionally considered the "living room" of the campus, today's union is the gathering place of the university. The union provides services and conveniences that members of the college community need in their daily lives and creates an environment for getting to know and understand others through formal and informal associations. The union serves as a unifying force that honors each individual and values diversity. The union fosters a sense of community that cultivates enduring loyalty to the university.

Adopted by the Association of College Unions International's general membership in 1996, this statement is based on the role of the College Union statement, 1956.

ABOUT ATWOOD MEMORIAL CENTER

More than 10,000 people a day pass through Atwood, thousands of meetings take place under this roof in a year, and our central location on the campus makes us a gathering place for both commuting and residential students.

Atwood Memorial Center, which opened its doors to the public in 1966, is named for Allen A. Atwood, one of the many people who originally recognized the need for an alternative to the environment provided by classrooms, libraries and residence halls. A bronze statue of Mr. Atwood by sculptor Otto Dahlmann was donated by the Atwood family and is on display on the main floor.

Our role as the heart and soul of the university depends almost totally on our ability to continue to service SCSU's social, cultural, and co-curricular needs. This ability to serve depends on the quality and motivation of our employees. Everyone here at Atwood, from full-time staff to the student employee, has the obligation to provide the best possible service.

On the following pages is the information that will help us all consistently and efficiently serve the guests of Atwood. The information is, by necessity, only the skeleton of what you will eventually know as most of the training is on the job.

Finally, be aware that there is very little in Atwood that is unchangeable. This is not only your place of employment, this is your student union, and we welcome and encourage your recommendations for improvement.

Chapter 2 – Mission and Vision

WHY WE DO THE THINGS WE DO

Mission Statement

Atwood Memorial Center is the community center of the university, serving students, faculty, staff, alumni and guests. It enhances community life and academic programs through a comprehensive program of activities, events, services and facilities. Atwood Memorial Center serves as a unifying force honoring each individual, valuing diversity and fostering a sense of community that cultivates student-centeredness and enduring loyalty to St. Cloud State University.

“The Gathering Place”

The guiding principle of Atwood Memorial Center. This phrase truly describes the essence of why Atwood exists and what its purpose is. As stated in the mission statement, Atwood’s purpose is to serve as a unifying force in creating a community that is centered on the needs of students.

Vision Elements of Atwood Memorial Center (Updated July, 2014)

- The staff of Atwood Memorial Center and Campus Involvement will collectively serve as an effective organization that is balanced, adaptable, responsive, creative, cutting edge, and well trained and prepared with a focus on student development and co-curricular learning.
- Atwood Memorial Center will be a nurturing environment that is positive, safe, supportive, challenging, and inclusive with an emphasis on relationship building spaces. It will be known for excellence in providing cultural, social, intellectual and recreational programs to enhance the educational experience and promote understanding of cultural diversity.
- Atwood Memorial Center will be known for and recognized as a top-notch student center, its expertise in large-scale programming and event planning, and facilities and services that create a welcoming environment that reflects the changing needs of the campus community.
- Atwood Memorial Center will use a budget development and decision-making model that prioritizes student benefit and improvement of programs and services.
- Atwood Memorial Center will build its comprehensive, long-range facility and program plan to stay current and responsive to the changing needs of students and the campus community.

Student Life & Development Learning Outcomes

As an SCSU student I will:

- Be globally-aware and support diversity.
- Be self-aware and strive for meaningful relationships.
- Be an engaged member of my various communities.
- Take full advantage of opportunities for learning.
- Explore leadership.
- Live a balanced and purposeful life.

Atwood Memorial Center Student Employment Learning Outcomes

Through Student Employment, Atwood Memorial Center Student Employees Will:

Be able to make decisions, think critically, and solve problems

Be able to demonstrate an ability to effectively communicate with fellow employees and customers

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Be able to work in and create an environment that embraces and appreciates diversity

Understand their knowledge, skills, and abilities as a person and employee

Demonstrate professionalism in the workplace: Appropriate dress and behavior, time management, and organizational skills

Chapter 3 – Training

Each fall, the full-time staff and all student employees participate in training sessions. During this training, information is provided on specific job responsibilities, staff expectations, and Atwood procedures/policies. When staff are hired mid-year, the employee's supervisor conducts individual training to prepare the employee for working in their area.

To further your personal/professional development, Atwood employees are encouraged to take advantage of workshops and training sessions sponsored by the Department of Campus Involvement, Career Services, Counseling and Psychological Services, academic departments, and other groups on campus.

Work areas also may have at least one mandatory all-staff meeting each semester.

Customer Service Training

All employees are required to complete customer service training by attending a mandatory workshop held within the first semester of their employment. This may include an online component that the student will complete within their first two weeks of training and then a group workshop where there will be interactive activities and discussions about the customer service experience.

Data Privacy Training

All employees are required to complete the MnSCU Data Privacy training through Desire to Learn (D2L). Several positions in Atwood have access to information that may be declared confidential. Any confidential information may not be shared with anyone other than a supervisor. During your orientation with the Office Manager in Atwood Administration, you will be given instructions on how to access the Data Privacy training. If you have any problems with accessing, please see the Office Manager immediately.

Pay Increases

Throughout your employment in Atwood, you will have the opportunity to receive an increase in your wage. These increases are dependent on several factors: (1) you have successfully completed training for your position, (2) your supervisor believes you are successfully meeting the requirements and expectations of the position, (3) you have completed the minimum required BA hours, and (4) you have successfully completed Customer Service Training.

Your work area supervisor may complete a training assessment with you in order to receive a pay increase. This assessment will vary amongst the work areas and is at the discretion of the work area supervisor.

Performance Evaluations

At least once per year, your supervisor will have you complete a performance evaluation. The focus of this evaluation is YOU, as an individual. The evaluations will focus on your specific job performance and also about your learning and development as a student of SCSU.

Why Do We Do This?

First of all, we want you to be successful throughout your time at SCSU and employment in Atwood. Evaluations provide a comparison of actual on-the-job performance to established standards and expectations. They help identify employee skills and needs. Evaluations also identify areas for growth in the areas of Atwood's Student Employment Learning Outcomes and recognize your strengths as an employee so you are better able to market yourself for future careers.

What should I expect?

The goal of an evaluation is to share honest, constructive feedback between employees and supervisors. The evaluations used within Atwood Memorial Center are designed to be a two-way conversation. You will have the opportunity to not only give yourself a fair evaluation, but also discuss the areas of the evaluation with your supervisor. Your individual area may have additional components to add to the standard evaluation. When you hear and read feedback from your supervisor, don't be afraid to ask questions and clarify comments.

Our goal as a member of the Atwood staff is to help you develop and grow as a person, a student and an employee while at St. Cloud State University.

Chapter 4– Customer Service

CUSTOMER SERVICE

Atwood is more than a building, it is also a business. For this reason, it is important that we are offering the best service possible for our customers.

Atwood Memorial Center is a place where community is built and nurtured. Atwood employees play an important role in creating an environment where all feel welcomed and appreciated.

Each and every day, customers are forming impressions about Atwood Memorial Center and St. Cloud State University by the service they receive from you. Such “moments of truth” could be getting a copy made at Copies Plus, going bowling in The Underground, or attending an event within Atwood.

Providing great customer service takes daily commitment. You were hired as an Atwood employee because the selection team believed that you have a desire to help others. Sometimes when you are stressed, having a bad day, or would rather be doing something other than work, it can be difficult to provide great service. Here are some helpful tips in remembering that great service starts with you.

Chapter 5– Policies & Information

GENERAL EMPLOYEE POLICIES & INFORMATION

1. Enrollment Requirements – Fall and Spring Semesters

- A. Students enrolled in 6-11 credits and who maintain good academic standing and academic progress may work up to 14 hours per week.
- B. Students enrolled for 12 or more credits and who maintain good academic standing and academic progress may work up to 20 hours per week.
- C. Students who drop below 6 credits will become ineligible for continued employment. Failure to comply with this rule will result in paychecks being withheld.

2. Grade Point Average Requirements

- A. Each job has a different GPA minimum requirement in order to apply for a position in Atwood Memorial Center.
- B. A student must maintain a 2.0 cumulative GPA in order to continue employment in Atwood Memorial Center. Grades will be checked by Atwood Administration after grades have been posted for each semester.

3. Employment During Summer and Breaks

- A. Employment opportunities during summers and breaks are limited. If jobs are available, students may work up to 40 hours per week (80 hours per pay period).
- B. Students are **not** required to work summers and breaks.
- C. Students who work in the summer are **not** required to be enrolled in classes as long as they have enrolled in 6+ credits for the upcoming fall semester.
- D. Priority for summer and break hours will be given as determined by each area supervisor. Graduating staff can be given hours for the break or summer in order to meet needs not covered by available returning staff. Students from other areas can be considered for hourly slots, but will be paid at the rate for the work area. Occasionally summer and break staff are given specific project work because of their unique skills. These hours are not related to seniority or returning status.

4. International Students

- A. When school is in session, international students may not work more than 40 hours per pay period. It is the student's responsibility to monitor and keep track of their hours worked. This can be done through the time clock. Working over 40 hours per pay period may result in the termination of job and exposes the student to possible deportation.
- B. International students may work during the summer provided they have been enrolled in a minimum of 12 credits for the spring semester AND are already enrolled in 12+ credits for the upcoming fall semester. Graduate international students have an 8-credit minimum requirement during spring and fall semesters. No summer enrollment is required.
- C. If an international student is graduating, employment ceases immediately on the day of graduation.

5. Student Employment Award Program

- A. Students receiving a student employment award (workstudy) are eligible for employment as long as their award continues and they are satisfactorily meeting employment expectations.
- B. Future employment is not guaranteed if the Student Employment Award is discontinued.
- C. For more information on the Work Study program, contact the Financial Aid Office.

6. Time Clock and Paycheck Information

- A. Students are required to clock in and out using their campus ID card on the time clock behind the Information Desk. (Exception: Technicians use a different time reporting procedure).

- B. Pay periods are 14 days long, starting on a Wednesday and ending on a Tuesday.
- C. Timesheets will be printed at the end of the pay period. Students must sign their timesheets and submit them to their supervisor.
- D. Direct deposit of your paycheck into a checking or savings account should be arranged through E-services.
- E. Failure to use the time clock can result in non-payment and possible termination.
- F. In the event that you forget to use the time clock, there are Time Clock Correction Sheet available. These must be completed within the appropriate pay period and authorized by your work area supervisor. Abuse of the Correction Sheet may result in non-payment and possible disciplinary action.

7. Work During Finals Week

Student employees will work regular work assignments during finals week and days/evenings prior to official university breaks unless they have approval from their supervisor to be absent.

8. Schedules

Each semester, employees will be asked to provide their supervisors with a copy of their class schedule. The supervisor will then create the semester work schedule using the employees' class schedules.

Atwood Memorial Center is committed to working with all student employees to create reasonable accommodations for any religious, cultural concerns, or issues related to physical abilities. Please be sure to consult with your supervisor on these issues before completing your availability schedule.

9. Rest Breaks/Lunches

As most shifts are short and the work environment is a casual one in Atwood, there are no formal break times. If you need a short break, have another employee in your service area cover the area or call your supervisor during the day or Building Manager during evenings and weekends to cover for you.

A student employee is allowed one 15 minute break for each four (4) hour shift worked and a half hour lunch break for each eight (8) hour shift worked. You must clock out during the lunch period. Please see your work area supervisor for more information.

10. Job Opportunities in Atwood

Student employees may apply for other Atwood positions that are posted in the window of Atwood Administration Office, Room 110 and online at www.stcloudstate.edu/atwood and at www.scsucareers.com.

Atwood management reserves the right to transfer students among the service areas on a temporary or permanent basis.

11. Association of College Unions International (ACUI) Conference

Atwood generally brings at least two student managers to the ACUI Region 10 Fall conference. (The managers include Building Managers, Copies Plus/Info Desk Managers, 110 Student Manager and Tech Manager)

The priority for deciding which student managers go are:

1. Students presenting at the conference
2. Students on the conference or ACUI planning boards
3. Students who are planning on going into the College Student Development Field
4. The most senior of the student managers who are not graduating in fall semester.

12. Homework

Homework is allowed ONLY after you are thoroughly trained AND there is absolutely nothing else to do. This includes that all projects and tasks are completed for your shift, including any routine cleaning schedules, etc. **Homework may only be completed at the discretion of your work area supervisor.**

13. Office Equipment and Supplies

Office equipment and supplies are for Atwood business use only. Do not use them for personal needs or take them home with you.

14. Area and Building Appearance

Student employees are responsible for keeping their work areas clean. It is expected that you dust, straighten and clean equipment according to your schedule and shift duties. Front desks and counter tops are to be kept clean and free of clutter and personal items. In addition, all employees are expected to take an active role in the appearance of the building.

15. Resignation

Students are asked to give a minimum of two weeks' notice prior to resigning. The Supervisor or the Atwood Administration Office should be notified and given the reason for resigning and instructions for your final paycheck. Your supervisor will also be setting a time with you to conduct an exit interview.

16. Conflict Resolution

Atwood Memorial Center is devoted to providing you an atmosphere of fairness and open communication. If you find yourself having a conflict in a work situation, it is your right and responsibility to take steps to correct it.

Direct your concerns to the person you are in conflict with. If you are unsuccessful or uncomfortable talking to this person, discuss the situation with your supervisor, director or assistant director of Atwood Memorial Center.

17. Levels of Authority

Atwood Memorial Center believes that its student employees should have the opportunity to question and challenge decisions and policies made by Atwood staff. Questions and challenges regarding a decision or policy should be directed to your supervisor.

For example, if you are not happy with a decision made by your immediate work area supervisor, you would first talk to that individual. If you are not satisfied that the situation was resolved, you would then talk to the manager responsible for that area.

18. Material Safety Data Sheets

Material Safety Data Sheets (MSDS) are forms that contain information about any potentially hazardous substances that you may come into contact with in your employment. These forms will give you information on how to use the substances intelligently and safely. MSDS must be accessible, current and available for review by employees. In Atwood, these forms are on file in Room 112 (Housekeeping).

19. FERPA (FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT)

FERPA, the Family Educational Rights and Privacy Act of 1974, is a policy regarding student records and information. As an employee of SCSU, you are required to keep confidential all information that is not considered directory information. If you are asked to provide information that is not considered directory information, please contact your supervisor. You may review a copy of FERPA and the regulations at the following offices: Records, Vice President of Academic Affairs and Vice President for Student Life & Development.

Directory Information is information concerning a student which may be released publicly. It includes the following categories: (1) the student's name, local and permanent (hometown) address, telephone number, e-mail and photographs; (2) major and minor fields of study, class level, dates of enrollment, full time/part time status, awards, honors (including Dean's list), degree(s) conferred (including dates), previous educational institution(s) and dates attended, past and present participation in officially recognized activities and sports, height and weight of athletes, and gender.

20. MINNESOTA EMPLOYEE RIGHT TO KNOW ACT

The 1983 Minnesota Employee Right to Know Act requires employers to evaluate their work environments and provide specific training and information for all employees who may be exposed to any hazardous substances, harmful physical agents, or infectious agents. Employees may, under certain circumstances, refuse to work if they have not been given proper training and information or if they are in immediate danger from hazardous or physical agents.

21. OSHA (OCCUPATIONAL HEALTH AND SAFETY)

OSHA is a federal organization that strives to reduce workplace hazards, achieve better safety and health conditions, and maintain a reporting and record-keeping system to monitor injuries and illnesses, and develop and enforce workplace safety regulations. OSHA regulations are designed to keep work environments safe and hazard free. OSHA requires that employers identify possible causes of job-related injuries or illness and explain the procedures, equipment and training that employees must use to reduce hazards and perform jobs safely.

OSHA gives the employee the right to seek safety and health on the job without fear of punishment. If you feel that you are working in an unsafe environment, you are encouraged to speak to your supervisor about it immediately. You can also contact the University's Safety Officer at 308-2145.

22. Emergency Response

University emergency response procedures can be found online at <http://www.stcloudstate.edu/emergency/>. Atwood Memorial Center provides additional training to employees for specific emergencies including fire alarms and severe weather

EMPLOYEE BEHAVIOR POLICIES & INFORMATION

As a student of St. Cloud State University, you have agreed to abide by the SCSU Student Code of Conduct. Any violation of the Code of Conduct may impact your employment with Atwood Memorial Center.

For complete details about the SCSU Code of Conduct, visit the following website:

<http://www.stcloudstate.edu/studenthandbook/code/default.asp>

Employee Discipline

Employee discipline is an educational process. Atwood's goal is to develop student employees including during the discipline process. Attachment 1- Atwood Employment Behavior Policies describes the variety of behaviors that can lead to discipline and/or termination. Please note that here are some violations that result in immediate termination and do follow a progressive discipline process.

- A. The Progressive Discipline Process for violating Atwood Employment Behavior Policies is as follows:
 - a. Verbal Warning
 - b. Written Warning
 - c. Employment Contract Signed by employee and supervisor(s).
 - d. Termination if employment contract is violated

Employee Behavior Policies

1. Not performing job duties or failure to follow reasonable request by supervisor.

Any employee that is not performing the duties of their position or failing to follow reasonable requests by a supervisor is subject to disciplinary action and/or dismissal. Atwood Memorial Center is an extremely fun and exciting place to work. The group of student employees and full time staff really treat each other like family. However, it is important to remember that we all serve a basic function to serve students and customers of Atwood.

2. Personal Phone Calls

Student employees should set their phones to operate on the silent mode while at work.

If you need to make a personal phone call, they must be limited and not interfere with providing great customer service. Any employee excessively making/receiving personal phone calls without prior permission from a supervisor is subject to disciplinary action and/or dismissal.

3. Absences

Employees are excused from their work responsibilities in the case of legitimate illness or death in the immediate family or for other reasons as accepted by the direct supervisor. It is important that your supervisor is notified of these circumstances before a work shift is missed.

4. Requesting Time Off

If you know in advance that you need time off work, work with your supervisor to determine the best course of action to find coverage for your shift. You are responsible for trying to find a replacement.

If a replacement is found, the replacement is responsible for working that shift.

If a replacement is not found, you are still responsible for working that shift, unless an arrangement is made with the supervisor.

Failure to attend a scheduled shift or find coverage when requesting a day off, is subject to disciplinary action and/or dismissal.

5. Tardiness

Employees are expected to begin work when their shift is scheduled. Employees should be punched in and ready to provide service promptly. If for any reason the employee will be tardy for a shift, the supervisor must be notified in advance. It is expected that tardiness will occur only under extraordinary circumstances. Abuse of absence policy and excessive lateness will result in dismissal.

6. Work Attire and Dress Code

Your attire at work must be in good taste, taking into account that you represent the University and Atwood in your employment and that you will be visible to all who use Atwood.

Customers are constantly forming impressions of Atwood Memorial Center and SCSU based on their experiences with the services in Atwood. Atwood Memorial Center is a showplace for St. Cloud State University and plays an important role in the recruitment and retention of SCSU students. This is why it is important for all Atwood employees to present a neat, casual appearance when on duty.

The following are specific expectations for Atwood employees while working:

- Shorts and skirts must be knee length or longer.
- Muscle shirts are not acceptable while working.
- Underwear of all types is not to be visible.
- Tank tops (spaghetti straps) are not acceptable attire. This includes strapless tops as well as dresses with spaghetti straps or no straps.
- Visible cleavage is not acceptable.
- In order to promote St. Cloud State University pride, other school logos and attire are not to be worn.
- Shirts should be long enough to touch pants and have appropriate necklines.
- Pajama bottoms are not acceptable attire.
- Appropriate shoes should be worn at all times when working in Atwood. Close-toed shoes are required when working with equipment or furniture.
- Clothing with written or photographic messages must be appropriate with final approval by the direct supervisor.
- Further dress codes may be required for specific positions or events.

If you wear inappropriate work attire you will be unable to work your scheduled shift and you are subject to disciplinary action and/or dismissal. Please discuss any concerns or questions with your supervisor.

Name tags must be worn when on duty. They are a way for customers to identify who is an employee. When good customer service happens, it is a way for customers to write a thank you note and identify who was helping them.

7. Unauthorized people behind work areas

- A. Personal visits should be kept to a minimum. Discourage friends who want to linger while you are working.
- B. Under no circumstances is anyone other than authorized employees allowed behind work counters.

8. Working over 40 Hours in a Pay Period

When school is in session, students may not put in any more than 40 hours per pay period. It is the student's responsibility to monitor and keep track of their hours worked. Hours worked during the current pay period can be checked through the Time Clock or the Atwood Administration Office.

No employee is allowed to work more than their scheduled hours unless approved by the work area supervisor.

Any student working over 40 hours per pay period when school is in session will be subject to disciplinary action and/or dismissal from Atwood.

9. Computer Use

Using a computer while at work distracts from providing great customer service. However, each work area provides computer access to employees for essential functions, such as working on special projects or relevant business. Since computers are provided, personal laptops or computers are not allowed in the workplace, unless specifically authorized by your work area supervisor.

Under no circumstance are you allowed to download or install any type of program on the workstations.

Excessive personal use of the workplace computer (including Facebook) that impacts the quality of customer service is prohibited.

The use of games, videos, and movies are not allowed on workplace computers, unless specifically authorized by your work area supervisor.

Inappropriate use of a work area computer is subject to disciplinary action and/or dismissal.

10. Use of Tobacco Products

St. Cloud State University is a tobacco-free campus. Furthermore, the use of any tobacco product is prohibited in the workplace. Any violation of this policy is subject to disciplinary action and/or dismissal from Atwood.

11. Theft

As stated in the SCSU Student Code of Conduct, any theft against St. Cloud State University may result in disciplinary actions and/or dismissal from your position with Atwood Center.

12. Vandalism of School Property

As stated in the SCSU Student Code of Conduct, any vandalism against St. Cloud State University property may result in disciplinary actions and/or dismissal from your position with Atwood Center.

13. Intimidation/Threatening Behavior or Verbal Abuse

As stated in the SCSU Student Code of Conduct, any threatening behavior/intimidation or verbal abuse against others may result in disciplinary actions and/or dismissal from your position with Atwood Center.

14. Possession/Use of Alcohol or Under the Influence of Alcohol

As stated in the SCSU Student Code of Conduct, no student is allowed to use, possess or distribute alcohol on university premises except as expressly permitted by university policy. The sale or provision of alcohol to underage students off-campus (e.g. hosting a house party) is forbidden. Students who violate this provision will be subject to suspension or expulsion from the university, possible immediate dismissal from their position in Atwood, and possible criminal charges.

15. Possession/Use of Drugs or Other Controlled Substances or Drug Paraphernalia

As stated in the SCSU Student Code of Conduct, the use or possession of any controlled substance or drugs and/or drug paraphernalia on university premises is forbidden. Any violation of this policy is subject to immediate dismissal from Atwood.

16. Sexual Harassment

Acts of sexual harassment and/or violence create an environment contrary to the goals and mission of the university. St. Cloud State University will not tolerate such acts. These acts may also constitute criminal

behavior within society at large, and are also acts which may subject an individual to complaints and disciplinary sanctions under established grievance procedures or the university student code of conduct.

Sexual harassment is the unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment can include but is not limited to unwanted lingering or intimate touches, sexual jokes or innuendoes, repeated requests for dates, graphic comments about a person's physique, sexually suggestive objects or pictures displayed for common viewing, leering, spreading rumors about a person's sexual activities, sexually suggestive name calling or using denigrating sexist language.

There are two categories of sexual harassment:

- A. Quid Pro Quo, which means "this for that," is when the submission or rejection of the behavior results in a change of employment status, university activity and classroom instruction or influences evaluations. In other words, when a person in power makes decisions that affect an employee's job (or a student's performance) based on if that person complies with the sexual demands.
- B. "Hostile environment" is the kind of harassment that unreasonably interferes with a person's performance or creates an intimidating, hostile, or offensive work or academic environment. Basically, it is when the harassment is so prevalent in the workplace; it keeps people from working at their full potential. It is persistent and severe. This kind of harassment can come from a supervisor or co-workers and can affect others in the workplace that may not be the direct target of the harassment but witness the harassment.

Persons at SCSU who have been the subject of sexual harassment or violence, or who have witnessed others being subjected to sexual harassment or violence, are encouraged to contact an advocate or a counselor at the Women's Center or the Counseling Center, an Affirmative Action Officer, or a trusted faculty or staff member.

**If a situation occurs where a person is in a relationship with another person who has power over them, work with your supervisor to change the reporting structure to remove the potential for harassment.

Chapter 6 – Job Descriptions

Detailed job descriptions are available in Atwood 110. Job openings are posted in the Atwood 110 window and online at <http://www.stcloudstate.edu/atwood/getinvolved/employment/>.

Audio-Visual Technician

Provide leadership for Atwood/Master Calendar Technicians. Technicians provide assistance with sound, lighting, and other audio-visual needs for groups using SCSU facilities. Technicians should have the expertise to problem-solve when the need arises. A professional manner is necessary at all times in dealing with the needs of performers and meeting planners.

Building Assistant (BA)

The Building Assistant completes general room setups, and other tasks to meet the operational and event support needs in Atwood Memorial Center. Tasks commonly completed by the Building Assistant include setting up tables, chairs, podiums, easels, etc. and all other meeting and event room set up requests to meet the operational needs of building users. Tasks will also include assisting with light cleaning duties especially related to meeting and event spaces.

Building Manager

The building manager provides leadership through the supervision of evening and weekend operations of Atwood Memorial Center. The position requires complete knowledge of building services, including the Information Desk,

Copies Plus, the Underground, facility operations, building technology and the policies of Atwood Memorial Center. The building manager accounts for cash from daily operations, communicates issues to staff, manages emergency situations, and represents Atwood Memorial Center and St. Cloud State University in a leadership position by providing high quality customer service.

Graduate Assistant – Marketing

This graduate assistant position is involved with developing and implementing strategies for marketing Atwood Memorial Center; designing posters, flyers, brochures, banners and ad layouts; and managing the design and advertising of The Link-the academic planner for the university community.

Graduate Assistant – Operations

The operations graduate assistant is responsible for day-to-day operation of the student Building Assistant Program. The graduate assistant is trained as an Atwood Building Manager and works occasional shifts on nights and weekends as the Building Manager. This position also leads the Atwood Community Development Committee, and completes a variety of operations-related tasks ranging from training to long range planning.

Information Desk and Copies Plus Attendant

The Information Desk and Copies Plus Attendant provides accurate information to the campus community and the public at large. This position must provide excellent customer service to complete client's copying and printing needs. This position also sells balloons, popcorn, stamps, and tickets for SCSU events and services.

Service Center Manager

The Service Center Manager provides leadership in the day-to-day operations of the Service Center- Copies Plus and the Atwood Information Desk. The Student Manager trains student employees on all aspects of the Service Center, plans and executes marketing activities, responds and resolves customer concerns, and oversees operational components including inventory, Atwood vehicles, policies, cleaning, and employee scheduling.

Graphic Designer

The Copies Plus Designer works with clients to design posters, fliers, graphics, and other print and electronic media pieces. The Designer also completes the pre-press and printing process to produce final poster, banners, and documents on plotters and copiers. The Designer also interacts frequently with clients in person, on the phone, and through email.

Administration Office Assistant

The Administration Office Assistant provides customer service to campus and external clients and office support to six full-time staff. This position answers phones, completes detailed assignments, assists customers with space reservations, prints and distributes daily reports, signs out technology items, and provides coverage for the full-time receptionist.

The Underground Desk Attendant

The Underground Desk Attendant provides guests a quality experience in the Atwood Underground by operating bowling lanes and checking out recreation equipment. The attendant processes cash register transactions for customers and provides excellent customer service during special events, reservations, and birthday parties.

The Underground Manager

The Underground Student Manager provides leadership in the areas of day-to-day operations, marketing, employee scheduling in the Atwood Underground. The Student manager trains student employees on operations and software, plans and executes marketing plans for the Underground. The manager also manages special events in the Underground including all aspects of promoting, reservations, and day-of-event activities for birthday parties and special events.

The Underground Events and Programs Coordinator

6/12/2015

The Underground Events and Programs Coordinator plans one-time and recurring events in the Atwood Underground. The Coordinator implements all aspects of events and programs including generation of marketing materials, publicizing events, training student staff on program and event details, and evaluating the success of programs and events.

Attachment 1- ATWOOD EMPLOYMENT DISCIPLINE PROCESS

Prior to the imposition of a consequence, the student will be informed of the behavior for which the consequence is being imposed and will have an opportunity to explain his/her side of the story.

Atwood Memorial Center's responses to inappropriate behaviors are subject to change. A written warning may include e-mail exchange between supervisor and employee.

	BEHAVIOR	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	NEXT OFFENSE
1	Not performing job duties or failure to follow reasonable request by supervisor	Verbal Warning	Written Warning	Written Contract Signed by Employee and Supervisor(s)	Possible Termination
2	Excessive use of personal phone calls	Verbal Warning	Written Warning	Written Contract Signed by Employee and Supervisor(s)	Possible Termination
3	Failure to show up for scheduled shift	Verbal Warning	Written Warning	Written Contract Signed by Employee and Supervisor(s)	Possible Termination
4	Failure to find coverage for your shift when requesting a day off	Verbal Warning	Written Warning	Written Contract Signed by Employee and Supervisor(s)	Possible Termination
5	Tardiness	Verbal Warning	Written Warning	Written Contract Signed by Employee and Supervisor(s)	Possible Termination
6	Inappropriate work attire	Employee will be unable to work his/her shift plus verbal warning	Employee will be unable to work his/her shift plus written warning	Written Contract Signed by Employee and Supervisor(s)	Possible Termination
7	Allowing unauthorized people behind work counter	Verbal Warning	Written Warning	Written Contract Signed by Employee and Supervisor(s)	Possible Termination
8	Working over 40 hours in a pay period when school is in session	Verbal Warning	Written Warning	Written Contract Signed by Employee and Supervisor(s)	Possible Termination *Reviewed on a case-by-case basis

9	Inappropriate use of computers	Verbal Warning	Written Warning	Written Contract Signed by Employee and Supervisor(s)	Possible Termination
10	Use of Tobacco products in the workplace	Verbal Warning	Written Warning	Written Contract Signed by Employee and Supervisor(s)	Possible Termination
11	Theft	Subject to Immediate Termination			
12	Vandalism of school property	Subject to Immediate Termination			
13	Verbal abuse or intimidation/threatening behavior	Subject to Immediate Termination			
14	Possession/use of alcohol, consumption of alcohol or under the influence of alcohol.	Subject to Immediate Termination			
15	Possession/use of drugs or other controlled substances or possession/use of drug paraphernalia	Immediate Termination			
16	Harassment	Reviewed on a case-by-case basis			