STUDENT EMPLOYEE CONTRACT AGREEMENT
Federal Work Study Students are not allowed to use cellular phones, except for emergency situations, work on homework assignments, use printer or copier for personal use, or use computers or internet for non-literacy center purposes during work hours (downloading games, listening to music, browsing online retailers, facebook). You are also not permitted to use the literacy center phone for personal purposes. Please keep in mind you only work a few hours a week, so it is very important that you assist the literacy center productively during that time.

TIME CLOCK/SHEETS
Please remember to sign in your name and time on the timesheet at the podium as well as clocking in and out on the timecard. Also remember it is against employee policy to fill out the timesheet before your actual beginning of your shift or the end of your shift.

OFFICE INFORMATION
There is information posted on the wall to the right of the office computer. This is the place to look if you need a phone number for somewhere on campus, emergency services, or Dr. Harris’.

DRESS CODE
We will abide by the Richmond County Board of Education Dress Code. The follow is considered appropriate attire:

<table>
<thead>
<tr>
<th>Men</th>
<th>Women</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shoes with socks</td>
<td>Shirts/blouses tucked in when appropriate</td>
</tr>
<tr>
<td>Ties</td>
<td>Skirts/dresses (<strong>appropriate length</strong>)</td>
</tr>
<tr>
<td>Slacks</td>
<td>Slacks</td>
</tr>
<tr>
<td>Short/long sleeve collared shirts</td>
<td>Suits</td>
</tr>
<tr>
<td>Sports jackets/suits</td>
<td>Knit shirts</td>
</tr>
<tr>
<td>Crew/Mock/Turtleneck shirts</td>
<td>Denim dresses/skirts</td>
</tr>
<tr>
<td>Polo/Golf shirts</td>
<td>Coordinated Capri Pant Suits (mid calf)</td>
</tr>
</tbody>
</table>

**Length guideline- not more than 2.5” above knee**

The following dress is NOT considered appropriate attire:
- Shirts not tucked in (men)
- Jogging/sweat suits (permitted for physical education ONLY)
- Leotard type – stirrup pants
- Mini skirts/dresses
- Leggings/leotards
- Shorts or dress shorts (men/women)
- T-shirts (men/women)
- Revealing garments
- Flip flops
- Tight Fitting Clothing
- No body piercings should be visible other than ears.
PHONE SYSTEM

- Front desk office number: (706) 737-1625
- Be courteous when answering the phone by saying, “Georgia Regents Literacy Center, this is _______, how can I help you?”
- The phone number for the Literacy Center may not be used for personal purposes.

Retrieve Voice Mail

- Check for a flashing number to indicate number of messages.
- Press the buttons surrounding the flashing number to play message, repeat message, skip message, or delete message.
- It is often hard to hear the messages, adjust the volume of the speaker as necessary, using the buttons to the right of the message controls.
- Do not delete a message until the matter of the call has been handled, or the proper information (see below) has been recorded.
- The message box will fill up when it reaches too many messages, so make sure to clear the messages whenever you see a new one.
- Once you have listened to all of the messages you can press delete twice to clear all messages. Only do this after all messages are listened to.

Taking Messages

We receive voicemail messages at all times of the day. It is important that we keep up to date with our messages both for courtesy of the people we service, and so the messages do not stack up and create a lot of work for an individual. When taking messages make sure to record the following information:

- Name of person for whom the message is intended (if applicable)
- Time and date of message
- The actual message
- Name of person leaving the message
- A way to contact the person so we may respond to their message.

Waiting List

It is extremely important to consult the waiting list regularly to fill vacancies. We always accept entries to the waiting list, and there are some exceptions for emergencies to jump the waiting list, put the individual in contact with Dr. Harris. Please note we are accepting science and math high school students to their own separate waiting list.
COPY MACHINE

Paper
- Paper is located in the closet to the right of the copier. Do not fill the paper higher than the mark on the tray. If you notice that we are short on paper supply, please notify Dr. Harris, Mr. Benge, or the Graduate Assistant immediately.

Paper Jams
- Paper jams occur often. Parts of the copier that are "safe" to touch have buttons to push or handles to pull. Areas that are not “safe” may be sharp or extremely hot. The copier screen will instruct you on the steps to take to locate the jammed paper. Gently remove the paper and the shut all opened compartments before resuming use.

Toner
- The copier will display a message when the toner is low. Please notify Dr. Harris, Mr. Benge, or the Graduate Assistant when you see this message.

Error Messages
- Error messages (not related to paper jams) will most likely require a service technician. Contact Pollock Office Company 706-733-0537 with the contract number and error message. Our machine is under contract. Place an “Out Of Order” note on the copier.

WORK BOX
This box is located in the office to the left of the desk. It is hanging on the wall right next to the door.
- At the very top will be blank sheets of the “Job Duties” forms. The last copy has “Final Copy” written on it with a highlighter. If this is the last copy, please use the copier to make more copies.
- Please keep your written-in logs of the “Job Duties” form in the work box. When both weeks are filled up, the Graduate Assistant will file them.
- If there are any special requests from Dr. Harris or the Graduate Assistant (looking up information for plays, faxing to do) that information will be placed here near the top of the box.

Fax Machine
- We frequently use the fax machine to submit information about our tutoring services.
- To use the fax machine, simply place the materials you wish to fix in the top of the fax machine, enter the fax number, and press the fax button.
- While faxing, the phone line may not be in use, so make sure to coordinate with anyone who may be using the phone to give you time to fax your materials.
CONTACT INFORMATION

Emergency
- In case of emergency, first notify the campus police department before involving county authorities. Campus services performs regular patrols of our facility and parking lot.

Non-Emergency
- Non-Emergency numbers are located above the phone in the office room.

ADDITIONAL RULES AND REGULATIONS

The GRU Literacy Center is first and foremost a Learning Center and a Tutorial Training Center. All rules and regulations are designed to enhance our mission as a learning and tutorial training center!

1. Tutors must arrive on time. Tutoring begins on the hour!
2. No-shows cannot be tolerated. We must know in advance if you are not going to be at the Literacy Center for your tutoring session. We have a 24 hour voicemail: 706-737-1625. You must also email Dr. Harris with a valid reason as to why you will not be able to tutoring during your scheduled tutoring hours.
3. We expect you to be at your tutoring hour unless there are dire documented circumstances.
4. You are to clock in and out as scheduled
5. Wear layers: Our center is old and the heat/air is unpredictable.
6. No cell phones and no text messaging are allowed in the GRU Literacy Center. Many of our students have ADHD and cell phones are disturbing to them.
7. GRU students who are our tutors may not study nor do their homework during the time that they are in the GRU Literacy Center
8. Respect and cooperation is expected at all times.
9. The evening supervisors, Mr. Benge and Mr. Lowry, are very experienced, retired teachers and represent Dr. Harris, the director of the GRU Literacy Center at all times. If either of them asks...
you to work with a student or to perform a literacy-related task, you are expected to do so!
10. If at any time a tutor is not **performing** in a manner that is beneficial to the learning environment at the GRU Literacy Center, Mr. Benge or Mr. Lowry are to let Dr. Harris know immediately. That tutor will be asked by Dr. Harris to find more suitable activities on or off campus since the GRU Literacy Center must have only tutors that can cooperate with the rules and regulations as set forth by the director and her supervisors! The parents of the children and youth and the adults who come to the GRU Literacy Center expect that our Center will have tutors who abide by our simple, but important rules! We shall not be able to tolerate unprofessional behavior from tutors at any time.
Federal Work Study Student Handbook Acknowledgement:

I acknowledge that I have read and understand the Federal Work Study Student Handbook. I agree to adhere to all policies and procedures listed here within. I understand that failure to do so may result in dismissal and job termination.

__________________________________________
Name- Print

__________________________________________  ______________________
Signature                                      Date