Digital Media Labs and CMB Proctor - Student Worker Policies

General Policies:

It is important that you make all of your scheduled shifts. Irregular shift attendance and frequent tardiness are unacceptable and can be grounds for dismissal. Student employees will be first given a verbal warning followed up by a written warning with possible dismissal. Student employees also cannot request vacation time. Official days off are UT student holidays as well.

We use Humanity - Shiftplanning to coordinate shifts. Keep your contact information (email / phone number) up-to-date. For scheduling questions, check the posted schedule.

• Shift Trade/Coverage:
  a. Create a shift trade request in Humanity - Shiftplanning. If there is no reply, it is your responsibility to call, text or personally email other student workers to obtain shift coverage.
  b. Inform your supervisor at least two days in advance after you have tried all of the above and could not find coverage for your scheduled shift time.
  c. If you still cannot find anyone to cover your shift, we will try to make other arrangements. Otherwise, you are expected to work that shift.
  d. If you agree to fill someone else’s shift, you are responsible for covering that shift.

• Illness:
  • Please do not come into work if you are ill. If possible, send a shift release request through Humanity - Shiftplanning in order to get your shift covered BEFORE the beginning of your shift.
  • Please send an email to comm-production@austin.utexas.edu as soon as you know you are too ill to make your shift. This should happen BEFORE the beginning of your shift.
  • Please contact the production team if you become ill during your shift and cannot complete your assigned hours.

• Emergencies:
  • Please contact the production team if you have a family or medical emergency and are unable to work. Text Susanne 512-517-1387 Or Kai 512-547-0178

Timesheets:

Timesheets should be submitted by noon every Monday. Timesheets are due bi-weekly every month (mid and end of month). It is your responsibility to fill out your timesheet accurately and submit it on time.

Late timesheets are not acceptable unless there are issues beyond your control. More than one reminder to submit your timesheet on time can result in warnings and possible dismissal.

Down time:

• Help with Limited Studio Reservations – Details to come with separate training.
• Organize the drawers - Check the card readers and let tech staff know when you have bad ones - Check headphones too. . .
• Keep the facilities clean!!! We want everyone to enjoy a nice clean working environment. Wipe down the monitors, desks and toss out trash.
• Organize the chairs between classes if possible
• Turn off projectors if no class is in classroom or studio

Work using lynda.com – It’s free for students

Instructions to log on are here:
https://training.edb.utexas.edu/node/2329

General Expectations:

• Email “comm-production@austin.utexas.edu” with a summary of your shift. This can be a simple report that you had no issues.
  You can also include problems the tech staff should be aware of, checked out items that never got returned, student requests, etc...

• Maintain a friendly, professional, and polite demeanor to all patrons at all times.
• Opening/closing duty checklists are to be maintained daily.

CMB - Proctor Open and Closing Checklist

and
Everyone is expected to keep their work areas tidy and free of clutter. If you eat at the desk clean up after. Don't need messy food leftovers. Restroom breaks / breaks can be taken as needed leave a note with the time you will be back.