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.

- KNOW the hours that labs open - here are the hours

Monday - Thursday 8AM to 10PM
Friday 8AM to 5PM
Saturday 12PM to 5PM - these proctors open and close Saturday
Sunday 12PM to 10PM

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.

Shift Trade/Coverage:

- 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.

Illness:

- Emergencies:
  - Please contact the production team if you become ill during your shift and cannot complete your assigned hours.

Emergencies:

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.

Checkout Items and Workflow:

- Checkout headphones, keyboards, wacom pens, pocket wizzard, cable adapters USBC etc
- Get their UTID not a TDL - no cellphone no keys - ONLY there UTID
- Put their ID in the binder and label with a sticky note what they took
- Return their ID only when they return the item - if there is an issue that someone wants their ID and doesn't have the item to return call tech staff

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
General Expectations:

- Learn how to use the TWO WAY RADIO
- YOUR EID is now ADMIN - YOU can install stuff on the computers - BE CAREFUL and ask Tech Staff before installing anything - NO Jiggler app allowed either!
- Email "comm-production@austin.utexas.edu" with a summary of your shift. This can be a simple report that you had no issues.
- Maintain a friendly, professional, and polite demeanor to all patrons at all times.
- Opening/closing duty checklists are to be maintained daily.
- Complete the modules on Canvas. This will show up on your dashboard as "Moody Proctor Training."

CMB Studio Guidelines

- Schedule is on the touchscreens on the doors
- Classes are booked in the studios Monday - Thursday 9AM till 10PM (fridays only RTF318 in a couple of studios)
- All other times are open for Student and Faculty reservations that are approved by staff and proctors
- Weekends the studios will be mostly accessed by proctors letting students with reservations into the studios
- BACS (card swipe) access is used for students that have been approved to use the studios for larger shoots and projects that occur out of proctored hours
- If a student has BACS access ask them to please confirm they indeed can open and lock the studio with their ID
- All studios must be vacated and locked at 10PM Monday - Thursday and Sunday 5PM on Friday and Saturday (unless the user has BACS access that has been confirmed)
- Checkout Equipment may be left in Studios after RTF labs Monday - Thursday nights but lock the studio with the equipment in there.
- Checkout staff will pick it up by 8AM the next morning

CMB - Proctor Open and Closing Checklist

and

CMA/Digital Media Labs PROCTORS Checklists

- 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.