

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO  
**Human Resources Department: Student Employment**

**Student Employment Agreement**

Student must acknowledge and agree to the following:

**Student Conduct Code**

All students and student supervisors should be familiar with the Student Conduct Code. If a student employee is found to be in violation of the Student Conduct Code, the supervisor and/or Student Employment Office may file a complaint.

**Work Schedules**

Students should establish a work schedule with their supervisor that does not interfere with their classes and one to which they can commit.

**Meal Breaks**

Student workers must be provided with a half-hour break after 6 hours of work.

**Comfort Breaks**

Students are entitled to a 15 minute paid break for every 4 consecutive hours worked. Most students work in areas where they are free to use restroom facilities at their convenience. In situations where students aren't free to take periodic comfort breaks without some work coverage being provided, supervisors must arrange such reasonable coverage.

**Phone Usage**

Telephone training should be provided by the supervisor and should include the proper way to answer the telephone, placing a caller on hold, transferring a call, and taking a message. Students should limit use of the phone for personal calls and may not make long-distance personal calls from work. Students should limit use of their cell phone during work hours for only urgent issues.

**Departmental Dress Code**

Individual departments should communicate what constitutes appropriate dress. Business casual dress is generally appropriate for most departments on most days, although certain activities may warrant something more formal or more casual. Although we understand that our students may not have the funds to purchase new clothes to wear to work, modest, clean and appropriate dress is expected.

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*Student Print Name*

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*Supervisor Print Name*

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*Student Employee Signature*

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*Date*

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*Supervisor Signature*

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*Date*