



California State University, San Bernardino

Santos Manuel Student Union

STUDENT ASSISTANT HANDBOOK

MISSION STATEMENT

The Santos Manuel Student Union is the focal point of the campus, creating a home for learning and leisure, as well as contributing to retention of our students. We will enhance our students' overall university and life experience through our celebration of culture and diversity.

INTRODUCTION

Welcome to the Santos Manuel Student Union (SMSU) at California State University, San Bernardino. It is the goal of the SMSU to provide excellent programs for and services to the university community. We rely on teamwork among all of our Student Assistants for the effective operation of our organization.

You play a valuable and essential role in helping the SMSU meet the needs of the campus. We recognize potential contributions and encourage initiative and involvement. We wish you personal satisfaction, growth, and a rewarding work experience during your employment with the SMSU.

PURPOSE OF GUIDELINES

The information contained in these guidelines is designed to provide answers concerning student employment, as well as to highlight some of the specific policies and procedures of the SMSU. Should you have further questions, please direct them to your immediate supervisor.

STUDENT ASSISTANT DEFINITION

As a Student Assistant, you are a part-time employee who works limited hours on a temporary or limited-term basis, no more than 20 hours per week during the academic year and not to exceed 1,000 hours in one fiscal year. Student Assistants are not eligible for employee benefits except those required by law. Student Assistants must be currently regularly enrolled students in at least half-time status, not enrolled in Open Campus. All Student Assistants serve as "at will" employees and there are no employment contracts. The definition of "at will" states that the employer has the legal right to terminate employees for any reason, or for no reason at all. Employees also have the legal right to quit their employment at any time for any reason. Employers may not terminate employees in a way that discriminates, violates public policy or conflicts with written or implied promises they make concerning the length of employment or grounds for termination. The SMSU is not required to continue to employ a Student Assistant from quarter to quarter or from year to year. The SMSU verifies enrollment status and the quarterly and cumulative GPA of all Student Assistants on a quarterly basis.

Eligibility: Student Assistants are required to maintain a cumulative and quarterly GPA of 2.0 with a minimum enrollment status of half-time.

Should the student's GPA fall below 2.0:

- A meeting will be scheduled with the supervisor to develop a plan of academic progress.
- Both student and supervisor will sign the SMSU Grade Eligibility Notice.
- The student will be placed on probation for one quarter.

Should the student's GPA remain below 2.0 for a second consecutive quarter:

- Student employment may be immediately terminated.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA is a federal law that guarantees the confidentiality of student records. Student Assistants must not, under any circumstances, release student information to anyone (including parents and employers), unless they have been instructed to do so by their supervisor.

DISCRIMINATION (CIVIL RIGHTS ACT OF 1964)

As an employee of the SMSU, it is essential that Student Assistants respect the diversity that every individual brings to the institution. A student will not be denied opportunity for employment, education or be subject to discrimination in any project, program, or activity because of race, color, religion, national origin, sex, age, sexual orientation, handicap or disability, disabled veteran, Vietnam era veteran or protected veteran status. Any Student Assistant who violates any portion of this policy will be subject to disciplinary action, including termination.

SEXUAL HARASSMENT POLICY

As an SMSU Student Assistant, it is essential that students understand this sensitive issue. Sexual harassment is a form of discrimination that is both reprehensible and unlawful. No member of the college community shall engage in sexual harassment of any kind. Any Student Assistant who violates any portion of this policy will be subject to disciplinary action, including termination.

PROVIDING A SAFE AND HEALTHY WORKPLACE

The SMSU is dedicated to providing a safe and healthy workplace for its employees. Therefore, we recognize that one of the most important obligations to its employees is to maintain a completely alcohol-free and drug-free workplace. Illegal use or influence of drugs/alcohol is prohibited. The unlawful manufacturing, distribution, dispensation, possession or use of controlled substances is strictly prohibited. Any Student Assistant who violates any portion of this policy will be subject to disciplinary action, including termination.

SMOKING

Tobacco use and smoking are prohibited on all CSUSB property and in all indoor and outdoor spaces owned, leased, licensed, or otherwise controlled by CSUSB, with the exception of designated smoking areas.

STUDENT CONDUCT CODE

All Student Assistants should be familiar with the CSUSB Student Conduct Code found at: <http://studentaffairs.csusb.edu/studentconduct/documents/CODEOFCONDUCT09.pdf> and also at the end of this handbook. If a Student Assistant is found to be in violation of the Student Conduct Code, they may be subject to disciplinary action.

WORK SCHEDULES

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

APPOINTMENT OF RELATIVES

It is the policy of the SMSU to have no bars to the appointment of close relatives in management or staff employment categories, in the same or different divisions or departments so long as the following standard is met:

No SMSU employee shall vote, make recommendations, or in any way participate in decisions about any personnel matter which may directly affect the selection, appointment, supervision, retention, tenure, compensation, promotion, discipline, termination, assignment, conditions of work, employment status or interests of a close relative. For the purpose of the policy, "close relative" is defined as husband, wife, father, mother, son, daughter, sister, brother, domestic partner, significant other and persons involved in a legally binding guardianship or relationship with the employee.

JOB TRANSFER

Student Assistants may transfer employment from one SMSU area to another without a break in employment.

TRAINING

Supervisors will provide departmental training to familiarize you with your responsibilities. The SMSU holds an annual training session on a variety of topics. Attendance at this training session is mandatory. Additional instruction and unit training sessions are scheduled periodically throughout the year. You will be compensated for your participation in all training and development sessions and will be informed in advance of the dates, times and locations.

PERFORMANCE APPRAISAL

You will receive a written annual evaluation of your performance. Unsatisfactory evaluations may result in disciplinary action including but not limited to probation, suspension or termination. To aid you in monitoring progress, additional evaluations may be given, at your request, up to two times per year. All evaluations become part of your permanent record.

JOB PERFORMANCE STANDARDS

The SMSU has established standards for the successful performance of each job. Your supervisor will provide you with an explanation of your unit's specific policies, procedures, and job performance standards. You are expected to meet these requirements.

RESPONSIBILITIES

During your employment with the SMSU it is your responsibility to perform all job functions correctly and efficiently. You are required to:

- Review all correspondence, including emails, from SMSU staff.
- Perform your job responsibilities in a helpful, efficient, and satisfying manner.
- In addition, each area will have unit specific responsibilities for Student Assistants.

RESPONSIVENESS TO SUPERVISION

Supervisors are responsible for ensuring the smooth and efficient operation of their respective units as well as staff development. This is accomplished by assigning you specific duties and responsibilities and giving feedback on progress as achieved. Responsiveness in completing assignments, cooperation with co-workers, prompt follow-through and effective communication are necessary for good job performance and will be factors in your evaluation. Failure to meet general or unit specific responsibilities may lead to disciplinary action, up to and including, termination.

JOB RELATED PROBLEMS

Occasionally, job related problems occur between a supervisor and a Student Assistant. When such situations arise, the following steps are to be taken:

- The problem should first be discussed between the Student Assistant and the supervisor in an attempt to resolve the problem.
- If the issue is not fully resolved, you may meet with the Administrative Office Manager.
- If the issue is not fully resolved at this meeting, you may meet with the Executive Director or a designee.
- If a solution has not been reached at this stage, Student Assistants may contact the CSUSB Ombuds Office.

PAID SICK LEAVE

Student Assistants accrue one hour of paid sick leave for every 30 hours worked and the rate of pay shall be the employee's hourly wage. Sick leave balances will be posted on employee pay stubs. The balance may show a fraction of an hour; however, the minimum increment of time which the employee can use per sick leave occurrence is one hour. Any accrued but unused paid sick leave up to and including 48 hours will carry over to the next calendar year. The SMSU will cap accrued and unused sick leave to 48 hours. Retaliation or discrimination against an employee who requests or uses paid sick days is prohibited.

SMSU STUDENT ASSISTANT DRESS CODE

General Guidelines: Each Student Assistant is a representative of the SMSU in the eyes of the public, so it is important that they report to work properly groomed. Personal cleanliness and neatness in appearance are high priorities in all areas of employment and Student Assistants should recognize the impact of appropriate dress. Therefore, SMSU student assistants are expected to dress neatly and in a manner consistent with the nature of the work performed.

Grooming and Appearance: Personal cleanliness/hygiene will reflect professional standards to include at minimum:

- Free of unpleasant body odors or malodorous breath.
- Hair that is clean, neatly arranged and does not interfere with work functions or present a safety hazard.
- Facial hair that is neatly trimmed, clean and appropriate for the business environment.

At minimum, the following are prohibited:

- Clothing that is dirty, torn, frayed, disheveled, or wrinkled.
- Clothing that contains images or language that might potentially offend others or promote illegal activities.
- Clothing that is sheer, inappropriately tight or exposes the back, chest, abdominal area, upper thighs or undergarments.
- Hats, caps, sweatbands, sunglasses, and other head coverings (unless they are related to religious beliefs).
- Attire with spaghetti straps.
- Leggings and athletic attire.
- Skirts and Shorts that are excessively short in length.
- Uniform shirts that are altered from their original state.

Uniform: Student Assistants may wear business attire or the SMSU Uniform which is outlined below.

- **Shirt:** Uniform shirt provided to employees or a current SMSU promotional shirt.
 - Promotional shirt is defined as the annual SMSU T-shirt provided to student staff, or a promotional shirt advertising an SMSU event. These shirts are distributed at the discretion of the sponsoring department.
- **Nametag:** To be worn at all times, visible to patrons while on duty.
- **Pants/Skirts/Shorts:** Employees can wear solid color pants, skirts, shorts or jeans.
- **Shoes:** Closed-toed shoes should be worn at all times while working in the Operations department or while working at an SMSU event.

All staff will be provided with a minimum of two shirts and one personalized name tag. Student Assistants must take care of their uniform and name badge and report loss, wear or damage to their supervisor as soon as possible to ensure timely replacement. The replacement of lost or damaged shirts may be at student expense (\$25.00). The replacement of lost or damaged name tag may be at student expense (\$10.00). Shirts and/or name tags that may be damaged while performing work related tasks, or in other special circumstances should be discussed with their supervisor.

Exceptions to Dress Policy: Under extraordinary circumstances, supervisors may make exceptions to the dress policy for a particular. Permanent exceptions (due to health issues, religious faith, etc.) to the dress policy must be approved by the Executive Director upon recommendation of the supervisor. The dress code policy may be enforced by supervisors, Associate Directors, and the Executive Director of the SMSU. Standards of dress code may vary by Department. These variations are at the discretion of the Supervisor.

Consequences:

- 1st incident:** May not be permitted to work OR may be clocked out immediately. Policy will be reviewed by the supervisor and written copy of the dress code policy will be provided with the infractions noted.
- 2nd incident:** Not permitted to work. The student will receive written notice that any future violations may result in termination.
- 3rd incident:** May be immediately terminated from position.

Note: The examples cited in these guidelines are not exhaustive and do not include every possible recommended or unacceptable item. This list is not a substitute for management judgment or discretion. Each employee is asked to consult with their Supervisor regarding questions or interpretations of the Dress Guidelines.

Note: Major events scheduled in the SMSU may require attire not covered within these guidelines. Questions should be addressed to the appropriate supervisor.

ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, the SMSU expects Student Assistants to be reliable and punctual in reporting to work as scheduled. In the rare instance when you cannot avoid being late or are unable to work as scheduled, you must notify your supervisor in advance of the anticipated tardiness or absence. In cases of emergency, you must contact your supervisor within one hour prior to your scheduled shift. Employees are expected to work their shifts as scheduled. Leaving a shift early, without the permission of your supervisor is the same as an unexcused absence and subject to disciplinary action.

PERSONAL VISITORS

Employees are not allowed to have personal visitors loitering at their work stations. Building Managers and SMSU Staff are authorized to inform you to ask the visitor to leave. Continued violation of this policy will result in disciplinary action up to and including termination. *Off duty employees are considered visitors and are not allowed behind or at work counters or workstations.* This applies to visiting with co-workers as well.

PERSONAL USE OF SUPPLIES AND EQUIPMENT

Use of SMSU supplies, i.e., envelopes, pens, paper, etc., for personal use is not permitted. Personal use of equipment, such as computers or photocopiers, is not permitted unless approved in advance by your supervisor and the department. **You must reimburse the SMSU for any photocopies you make.** The inappropriate, careless, negligent, destructive, or unsafe use or operation of equipment may result in disciplinary action, up to and including termination.

PAY PERIODS

Student Assistants are paid twice per month. Each paycheck will include earnings and appropriate payroll deductions for all work performed during each payroll period. The pay periods are generally the 1st through the 15th and the 16th through the end of the month. Pay checks are generally available on the 10th and 25th of each month.

OVERTIME

Student Assistants will work regularly scheduled hours or shifts. However, the nature of the organization is such that students may be expected to deviate from their scheduled hours occasionally. Exceptions must be approved in advance by the appropriate supervisor. Overtime is paid any time a Student Assistant works over eight hours in one day or 40 hours in one week and is compensated at one and one-half times the regular hourly rate of pay.

MEAL BREAKS

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

COMFORT BREAKS

Most Student Assistants work in areas where they are free to use restroom facilities at their convenience. In situations where they are not free to take periodic comfort breaks without some work coverage being provided, supervisors must arrange such reasonable coverage. Student Assistants may take a 15 minute break after working 4 consecutive hours.

Authorized rest periods shall be counted as hours worked and there shall be no deduction from wages. With the exception of Building Managers and Audio Visual Technicians, all meal breaks are in addition to scheduled hours and are unpaid. Building Managers' and Audio Visual Technicians' meal breaks are paid because they must remain in the building and on duty at all times.

It is not permissible to combine your lunch and break periods together. Exceptions can only be granted by your immediate supervisor for emergency situations.

HOLIDAYS

The SMSU is closed on holidays which coincide with those days that the University is closed. Student Assistants are not paid for holidays. Those holidays are:

New Year's Day
Martin Luther King, Jr. Day
Cesar E. Chavez Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Christmas Day

Please note: the campus is usually closed between Christmas and New Year's Day and also the day after Thanksgiving.

PATRON ACCIDENT/MEDICAL EMERGENCIES

If you observe a patron's accident or medical emergency, report it immediately to your supervisor or to the Building Manager on evenings or weekends. If the appropriate individual cannot be reached immediately, call University Police by dialing extension 911. University Police will assist in securing immediate medical attention, including ambulance service when needed.

DO NOT MOVE THE VICTIM UNLESS ABSOLUTELY NECESSARY!

EMERGENCIES

All emergencies such as violent acts, threat of violence, or criminal activity should be reported at once to **University Police at 911**. Following that, they should also be reported to a SMSU staff supervisor or a Building Manager by contacting the following:

Daytime: SMSU Administrative Office, extension 77201

Evenings &

Weekends: Building Manager at Main Desk, extension 75940
Building Managers will contact the appropriate SMSU Staff member.

NON-EMERGENCIES

Campus Parking Services offers a variety of services including battery jumps, vehicle unlocks, and defensive driving testing. They can be contacted at x75912.

EMPLOYEE SAFETY & JOB RELATED ACCIDENTS

Establishment and maintenance of a safe work environment is a shared responsibility of the employer and employees at all levels of the organization. The SMSU will attempt to do everything within its control to ensure a safe environment in compliance with federal, state, and local safety regulations. Employees are expected to obey safety rules and exercise caution in all their work activities. You are asked to immediately report any unsafe conditions to your supervisor. Employees at all levels of the organization are expected to correct or report unsafe conditions as promptly as possible.

All accidents that result in injury must be reported immediately to an appropriate SMSU Staff supervisor or Building Manager, no matter how insignificant the injury may appear to be. If a SMSU employee is injured on the job, the employee will be sent to the Health Center for evaluation. Proper accident reports must be filled out within twenty-four (24) hours to ensure that employees receive Worker's Compensation Insurance benefits should they be needed. To report a job-related accident, you must complete an Employee's Claim for Worker's Compensation Benefits.

DISASTER PREPAREDNESS

Familiar yourself with the CSUSB Disaster Preparedness Quick Reference Guide for instructions on how to handle campus emergencies.

PERSONAL PROPERTY

Student Assistants are discouraged from bringing any personal property of value to their work stations. Books or other items that are necessary for classes should be locked away, if possible, or placed out of public view. Doors to offices or service areas should be locked when unattended. The SMSU assumes no liability for students' personal items which are lost, stolen, borrowed or broken while being housed in the facility.

RESIGNATION

Resignation is a voluntary act initiated by the Student Assistant to terminate employment with the employer. The employer requests at least two weeks written notice from all Student Assistants. Prior to a Student Assistant's departure, an exit interview may be scheduled to discuss working conditions, employee relations and reasons for separation. The exit interview is an opportunity to provide the SMSU with helpful suggestions and feedback about the work experience.

WORK PLACE SECURITY

The SMSU is committed to providing a work place that is free from acts of violence or threats of violence. In keeping with this commitment, the SMSU will not tolerate actual or threatened violence against co-workers, visitors, or any other persons who are either on the premises or have contact with Student Assistants in the course of duties. This is intended to promote work place security by addressing situations in which outsiders enter the work place and engage in violent acts or threaten employees with violence. Every threat of violence is serious and must be treated as such. **Safety in the work place is every employee's responsibility.** Compliance to work place security is a condition of employment and will be evaluated together with other aspects of a Student Assistant's performance. Student Assistants who violate any of these terms, who engage in or contribute to violent behavior, or who threaten others with violence will be subject to disciplinary action, up to and including immediate termination.

CONCLUSION

This Student Assistant Handbook is designed to be a helpful guide during your employment with the SMSU. We hope that you will gain valuable job related and personal skills while employed at the SMSU. Please contact your supervisor if you have further questions concerning SMSU policies, procedures, or services.

SMSU BOD approved 1.21.16

STUDENT CONDUCT

41301. Standards for Student Conduct

(A) Campus Community Values

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community must choose behaviors that contribute toward this end. Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

(B) Grounds for Student Discipline

Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

The following are the grounds upon which student discipline can be based:

- (1) Dishonesty, including:
 - (a) Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
 - (b) Furnishing false information to a University official, faculty member or campus office.
 - (c) Forgery, alteration, or misuse of a University document, key, or identification instrument.
 - (d) Misrepresenting one to be an authorized agent of the University or one of its auxiliaries.
- (2) Unauthorized entry into, presence in, use of, or misuse of University property.
- (3) Willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity.
- (4) Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.
- (5) Willful, material and substantial obstruction of the free flow of pedestrian or other Traffic, on or leading to campus property or an off-campus University-related activity.
- (6) Disorderly, lewd, indecent, or obscene behavior at a University-related activity, or directed toward a member of the University community.

- (7) Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.
- (8) Hazing, or conspiracy to haze, as defined in Education Code Sections 32050 and 32051: "Hazing" includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term "hazing" does not include customary athletic events or other similar contests or competitions.

A group of students acting together may be considered a 'student organization' for purposes of this section whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is going on is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act and is also a violation of this section.

- (9) Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs.
- (10) Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University-related activity.
- (11) Theft of property or services from the University community, or misappropriation of University resources.
- (12) Unauthorized destruction, or damage to University property or other property in the University community.
- (13) Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a University-related activity.
- (14) Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
- (15) Misuse of computer facilities or resources, including:
 - (a) Unauthorized entry into a file, for any purpose.
 - (b) Unauthorized transfer of a file.
 - (c) Use of another's identification or password.
 - (d) Use of computing facilities, campus network, or other resources to interfere

- (e) Use of computing facilities and resources to send obscene or intimidating and abusive messages.
 - (f) Use of computing facilities and resources to interfere with normal University operations.
 - (g) Use of computing facilities and resources in violation of copyright laws.
 - (h) Violation of a campus computer use policy.
- (16) Violation of any published University policy, rule, regulation or presidential order.
- (17) Failure to comply with direction of, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.
- (18) Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations.
- (19) Violation of the Student Conduct Procedures, including:
 - (a) Falsification, distortion, or misrepresentation of information related to a student discipline matter.
 - (b) Disruption or interference with the orderly progress of a student discipline proceeding.
 - (c) Initiation of a student discipline proceeding in bad faith.
 - (d) Attempting to discourage another from participating in the student discipline matter.
 - (e) Attempting to influence the impartiality of any participant in a student discipline matter.
 - (f) Verbal or physical harassment or intimidation of any participant in a student discipline matter.
 - (g) Failure to comply with the sanction(s) imposed under a student discipline proceeding.
- (20) Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

(C) Application of this Code

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students, between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University is within the jurisdiction of this Article regardless of whether it occurs on or off campus. Nothing in this Code may conflict with Education Code section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

(D) Procedures for Enforcing this Code

The Chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the University imposes any sanction for a violation of the Student Conduct Code.

s 41302. Disposition of Fees: Campus Emergency; Interim Suspension.

The President of the campus may place on probation, suspend, or expel a student for one or more of the causes enumerated in Section 41301. No fees or tuition paid by or for such student for the semester, quarter, or summer session in which he or she is suspended or expelled shall be refunded. If the student is readmitted before the close of the semester, quarter, or summer session in which he or she is suspended, no additional tuition or fees shall be required of the student on account of the suspension.

During periods of campus emergency, as determined by the President of the individual campus, the President may, after consultation with the Chancellor, place into immediate effect any emergency regulations, procedures, and other measures deemed necessary or appropriate to meet the emergency, safeguard persons and property, and maintain educational activities.

The President may immediately impose an interim suspension in all cases in which there is reasonable cause to believe that such an immediate suspension is required in order to protect lives or property and to insure the maintenance of order. A student so placed on interim suspension shall be given prompt notice of charges and the opportunity for a hearing within 10 days of the imposition of interim suspension. During the period of interim suspension, the student shall not, without prior written permission of the President or designated representative, enter any campus of the California State University other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for expulsion.

March 15, 2008



California State University, San Bernardino
Santos Manuel Student Union

Receipt of Student Assistant Handbook:

This is to acknowledge that I have received the Santos Manuel Student Union Student Assistant Handbook. As an employee of the Santos Manuel Student Union, I will conform to these guidelines at all times.

Print Name

Signature

Date

SMSU Representative

Date

Return this form to the SMSU Administrative Office, SU-222.