

Wabash.

Employment Guide as it pertains to Student Employment at Wabash

Notice

fj fj fjn h h fj fjnfj U mU m Um U fj U nm fj fj U
h h U U h h U h h fjn U U m fjf mh m
fjn U h h U U fjn h m

fj m U h h U fj m fj fj fj fj U nW fjnU h U nfj
h h U U fj U Um U U fj fj fj fj fj h U h fj U
h h U fj m fj

Payroll Information needed BEFORE you begin employment:

U h U unfj fj UmU h U h fj fj h m h U fj fj
nfj nm fj

fj U h m
U U U h
B U U h
h h fj U fj h
U fj h U fj fj nfj
U h fjnm fj U

I. Electronic Media, Services, and Communication Policy

Introduction

U Um m fjU m mfj fj U fj h U fj h U fj U nm mU m U nfj fj h U fj m
U m fj m mU fj fj U fj m fj m fj fj fj U Um nfj nm
U mU fj U Um nfj nm fj fj U fj U fj U fj h fj fjn
fj U U m nmfj nfj U fj m U fj nm m U Um m fj m U m m
U fj fj m U fj m fj h fj U m fj m U Um m m fj U
m fj fj mU U fj fj m fj Umfj h mU fj fj U fj m fjn fj h U m fj fjn fj U
U fj U fj fj h fj U fj

General Principles

U Um h h fj U m fj fj m U h U m mU U
fj fj U fj fj fjn m U fj U fj fj m fj fj m fjn m nwh fj
fj m U fj h h fj U fj m U fj U fjn fjn m U U m fjn
fj mfj fj U m fj m U m m fj h h fj U fj m fjn U fj
U h U fj m m h fjn U fj U h h fj U fj m m h unnm mU m m fj Um m
U h nm U U h nm fjn m U m m fj m
fj fj U fj fj fj m
h nm fj h fj U U nfj h U fj U U fj U Um h m nfj U

Wabash.

U fjU fj U Unm m h m fj Um m m U h m U
 h m U fj h fj fj U fjU U h U U mU U Um nfi
 ff Uh m U fj fj h mU m
 fj U Um m h fj fj m h Ufj h Um fj fjU Um
 U fj h U fj fj h Ufj Ufj fj U nh fj m m
 h mm h m fj h Ufj h Ufj fjU m m
 U fj h Ufj h nmw h U h mm h U fj h U h Ufj
 h mm h fj fj U m U fj fj m fj U m fjn nmfj U U fj
 h Ufj h nmw fj U fjU h nmw m U m
 fj m m h mh U U h h U m Unm m m fj fj fj U
 U U
 h mm U U U fj h nmw mU h m fj U m h fj
 U U Um h m nfi m fj h mU nmfj fj m fj h U
 U nm nfi nm fj mU fj h U fj fj fj fjn nfi fjn U fj h mU m m h
 uh mU fj U h Ufj U mm h
 U Um UmU fj fj U U m h m h Ufj fj h Ufj h Ufj h
 fj m fj fj h fjn U m U m fjn h U U Um Um fj U fj h U fj
 U U m nfi nmfj U fj h Ufj fj h Ufj m m h fj h m
 h fj m U Um fj mU U m fjn m h Ufj h nmw m fj fj h U fj h
 U h fj fj m fj fj U fj m
 U Um Um Um fj U U h fjn nfi fj m fj h fj m fj m
 h h fj U fj m fjU m mfj fj U fj fj fj mfj fj fj fj
 fj fj mU Ufj m fj U U U fj fj m U fjn m fj fj fj h U fj
 U Unmh fj U
 h nmw m fj h U fj U U Um fj m nfi fj fjn m m U h h
 fj fj fj U m fj U fj U fj h U mU h mfj fj fj U U fj U U Um
 fj m h m mfj m U fjn U fj m fj fj h nmw m fj m U
 mfj U fj fj U Um U mU h mfj h fj U fj
 m fj mU fj nfi m U U h fj U nmU nw U U fj fj U Um fj
 U fj m fj fj fj U fjn nmfj fj m fj m mU nmfj U U fj U fj
 U nfi U mfj mfj fj fj fj fj U m fj h h fj m
 U m h U fj U Um m U h nmw

II. Ownership of Electronic Systems and Services

U Um mfj h U fj m m h mU U h Ufj U U fj m U Um m fj
 fj h U U U U h nmw m U m fj m fj m m h U fj fj m U fj fj mU m fj m
 nfi U h Ufj U Uh m
 nmw mU fj h U fj m m m h mh U m fj mfj U fj mU fj U U fj
 mfj U U fj fjn fj fj mfj U fj m m fj fj U nfi nmfj m mU fj U fj m
 U Um m m fj m fj fj mfj U fj mU fj U Um m h fj fj m
 U nh fjn fj m fj h Ufj h Ufj U Um h U fj U U fjU Unm mfj U U fj
 m fj mm U Um fj m h m fj m fj m m h m fjn m All fj m fj mU
 h U fj U m U Um m fj h h U fj U m m m
 U U Um nfi mU fj

Appropriate Use of Electronic Media, Services, and Communication

U fj h fj U m fj mU fj U fj U Um nfi nm m fj fj unfj U fj fj U m
 fj h fj m fj fj m U nfi nm m m m fjn mU U U U U
 fj fj U m B h mh m h m U Um m

Wabash.

m nfj fjfj u h u u m fj fj
h mh u fj fj u m h ufjmm h u nh fj m u h nmw mm h nmw m fj
u fj u h nmw mu h u u nm fj fj fjn m
u um fj h u fj mm h mh u m u m u h u fj h u nfj nm nfj
h u h u fj fj fj u
u m fj h h fj u fj mm um h ufj u u u h m h h fj u fj m mh u
nm u fj m h u fj fj h nmw m um h h u h ufj fjn fj u u u
uh u fjn fj fj u u unmfj h u fj m fjn fj u nm u h ufj
mm h fj fj mm h m fj u m m m m fj fjfj um um
fjn fj fj u u fj fj u um h mm m m m h h m h nmw m
u ufj u h u um u nfj fjn fj fj u u unmfj uh u nfj
u h h u um h h fj

III. Confidentiality and Copyright Issues

u um fj fj m u u h m fj fj m fj fj fj h u fj um um
fj u u fj fj h u fj m

u h mh m fjn u u u fj fj u nh fj fj u um fj fj h u fj fj h ufj
h mm h m u fj u fjfj u h u m h h fj u fj u m
fj fjn fj m fj h u fj u um fj fj h u fj m u nh fj
u fj fjfj um h u fj m u fj fj u fj h u fj
u um h mu u fj h m h fj h ufj
u u fj fj
u fjfj u u u h u h ufj h nmw fjn fj fj m u h u nfj
u u m fjn fj fj fj h m u fj u fj u
fjn fj fj fj h u fj h ufjmm h nfj fj m
u fjn fj h ufjmm h m u um nfj u fj h u fj u fj
u m m u u u um fj m h u fj u fj m u fj fj mu u fj h u fj
nm u fjh fj u u h u fj m m u u um um fj
fjn fj m h u fj mfj m fj m fj mm fj B u fj u fj
h nmw m u h u m m fj fj fj u u fj m h u fj fj fj
u fj u mu h nmw
u fj fj fj m u fj fj fj h nmw m m m m u
fjn fj fj fjn m u u m u m ufj h ufjmm h
u u u fj fj h h fj u fj m ufj fj m fj u fj fj
u fj fj

h ufj fj h h fj u fj m fj u h fj fj fj m u m
m u m m unmh m u fj u fj m fjn fj

IV. Professional Conduct Policy and Prohibition against Harassment

u um fjn fj m nmfj u u fj fj h u fj u u nmw m m m
u fj h h ufj m unw u u h mh m u u fj m
nfj u fj u nmfj u fjn fj u u unmh u h u h
m fjn u um m u fj fj u unmh u fjn fj fj u m m um u m u fj u fj fj
fjn fj m u fj u fj u fj fj fjn fj fj mu u u m fj h u m
u fj fj fj u u unmh fj fjfj u m u fj fjn fj fj fj m
u u unmh u m nmfj u u fjn mu fj m fj u u fj fj
fj fj mu m u fj u fj m u fj u fj h u mm m m fj u
u u unmh fj m h m u u u m mm m u u m u fjn u u

Wabash.

u h m fj h u fj fj fj u u fjn fj fjn fj fj h fj
fj fj h m u

u h u u fjn fj fj fjn nu fj nm nm fj m u m mu u umu
u fjn fj fj m mu mu m fj fj fj fj
mu m u fj u fj fj fj m m mu u fj h u
ufj h nfj nm fj

fj u fj fjn fjn h u m fj fjn fj u fj fj h fj u fj h h u u
fj h u nu fjn u fj u fj fj u fj u u m unmfjn u u fj fj u fj u h u u u
mu u u

um mu fjn u u u nm uh nfj fj h
u u m u m fj u
fj m mu mu
u u u fj m fj u fj fj h unmfjn u h mu
fjn fj fj u h u fj m u m

u fj fj u fj u fjn fj u mu u u fj u fj fj u h m fj
fjn u u u u mu fj fj fj h h m fj h u
fj fj fj fj u mu fj fj fjn fj

u fj u fjn fj u mu fj u fj u fj u fj fj u mu fj fj
fj u u h m u u fj m u fj u u fj m u fj fj fjn u h u
fj nu fjn u u fj fj u fj u u m unmfjn u fj fj u h

m fj mu fjn fj fj h m u
m u nm u um

VII. Alcohol Policy

h mu h fj u fj mu fjn u m m fj fjn nfj m
um u fj u m m m h m m mu u u fjn h u fj fj unfj
fj fj u fj u m m m h m u u fj h u fj m m m um u
m m

VIII. Smoking Policy

fjn fj u h mu m m fj nm fj unnm h m u u fj m u fj u
u m fj u u h m fjn h mu m m m h unfj h fj mu
m unnm h m m nm fj fj unnm fj

IX. Statutory Programs

Worker's Compensation

h fjn fj m fj mu m fj m h nu fj u fj u

X. Unemployment Compensation

h fjn h h h nu fj u fj u

XI. Work Week

m fjn u h u h fj fj fj u u

Wabash.

XII. Office Hours

m fj mu h u h u h fj u h
h fj h u fj u

XIII. Concerns

h m fj mu fj fj fj mu u fj nm fj m fj m fj fj fj h fj
m fj u ufj u nu fj u m fj h u fj u h ufj fj fj u fj u
fj B h u m m fj fj u fj fj nmj fj u
m fj u m

XIV. Supplemental Retirement

h mu u um u fj fj fj u h u fj h uh h m fj
uh fj h u u h h u ufjm fj uh um m fj
B h u m m

ff fi fl fl fi fi hi i fl y fififi
fiff i i i i i fififi fl fl i ffffi ififfi i fi fifi

fi ff h fi ff i fi h fl hh i flifi
fi h i fl fiff i i i i i fififi fl fl ififfi
fifi fl fffi i fi fifi fffih fi hh fi h fl hh fi fl y i
h fl fl hff y h fl ffi ffi fffifi hi fifi flifi
i fl iffi h fl i y h i ffi y i y h fl flifi
i ffi flifi y h fl