Lab Worker Policies

1) Workers opening the CSCI labs will be issued the combination for the locks and an alarm system code. These items are to be kept confidential. Anyone who releases either to any other individual will be subject to disciplinary action.

2) The workers closing the labs will check to make sure that all windows and doors are shut securely and locked. Students with permission to access the labs after normal operating hours must also follow this rule.

3) All lab rules must be followed; there are no exceptions. Lab workers have full authority to enforce the rules during the hours they work.

4) Please keep clean lab and keep printers supplied with paper periodically. Paper will be in the cabinet or can be requested from the systems manager.

5) No one is to remain in the labs after hours unless they have completed a “Request for After Hours Admission” form and have obtained an alarm system code.

6) Workers wishing to exchange hours temporarily must give advance notice, either in writing or via e-mail to the Systems Manager. (Nicks 4-475 or Nielsen@etsu.edu)

7) THE LAB IS NOT TO BE LEFT UNATTENDED. Do NOT schedule meetings with professors during your lab time. Except to use the restroom, the lab is not to be left unattended for any reason. CSCI student workers missing from the lab during their assigned work schedule are subject to termination.

8) Any malfunctioning equipment must be reported immediately. Please use the provided "Equipment Problem Report Form". Deliver the form to Nicks 475.

9) Remember to check your boxes for communications. Any graduate assistant, FWSP students, or RWSP students must pencil in their hours the day worked. The time card must be signed and available for collection and the end of each pay period. NO TIMECARD, NO PAY! APS workers will also be required to keep track of hours worked on the APS Time Sheets. These sheets are collected the first of each month.

10) Multiple unexcused absences will lead to termination of your work study position.

11) Lab duties take priority over homework, personal matters, etc. during scheduled
work times.

12) Student workers must be on time for work and stay during all scheduled hours. If for any reason you need to be late or leave early, you MUST notify the Systems Manager BEFORE your scheduled work time.

13) Student workers are to sign the log book upon arrival and departure from the lab.

14) Assist students who have problems logging on to the system by showing them where to put their Z account name, password, and how to select the ETSU domain.

15) Assist students with printing by explaining the print quota system and directing them to the Systems Manager if they are not getting the printers mapped.

16) Prevent abuse to the lab computers and other equipment.