

TEXAS TECH UNIVERISTY LIBRARIES' ATTENDANCE POLICY

Student Assistants are expected to work their scheduled hours. Excessive tardiness or absences without valid reason will not be tolerated. If a Student Assistant will be tardy or absent, the student is expected to follow call-in procedures as specified by his or her supervisor **prior** to the start of their shift. Failure to comply with these expectations may result in corrective action, up to and including termination of employment.

Generally, Student Assistants employed at the University Libraries will be issued a Warning at the first incident, a Final Warning at the second incident, and the Libraries will pursue termination of employment with the third incident. However, in all instances, failure to report to work or notify the supervisor for three **consecutive** work days will be considered job abandonment and will result in immediate termination.

By signing below, you are acknowledging that you have received and read this attendance policy.

Date: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Signature: \_\_\_\_\_