Please read the conduct standards below and initial in the box to the right that you have read and agree to these standards. If you have any questions, please ask a staff member.

More information about these expectations can be found in the Student Employee Handbook.

Attendance	When you are unable to work a scheduled shift, you will contact us as soon as possible. *3 failures to work as scheduled without notification of staff in a single pay period will result in your termination from the department.*	
Computer and Cell Phone Use	Computers are to be used for work purposes. **NEVER** load software on any department computer. **Violation of this policy is grounds for immediate termination.** Audio streaming is permitted. **Video streaming is prohibited** and will result in sanctions ranging from temporary suspension of electronic devices to permanent suspension of these devices and privileges. *Reading web articles, playing games, watching TV or movies, or any other video streaming on computers, personal cell phones, or other personal devices during working hours is not permitted.* **While at work, employees are expected to exercise discretion with cell phone and other mobile devices.** If personal calls, texts, and app use during work hours interferes with employee productivity, the employee may be subjected to disciplinary action.	
Administrative Paperwork	Students will complete and update their Timekeeping and Work Logs, spreadsheets, out guides, and any additional paperwork required during their employment in the Mining Archives.	
Email	Students must check their Montana Tech email account to read and respond as necessary to emails from Staff Members.	
Schedules	If you have changes to your availability, you will notify Staff Members by email as soon as possible to update schedule.	

Breaks/Visits	Be considerate of coworkers working and concentrating in all offices. **In all work spaces and in the hallways, conversations should be held at unobtrusive volumes and may not interfere with your productivity**	
Workstation and Office Cleaning	Students will tidy, clean, and sanitize shared work spaces after each shift. Personal items must be removed. Files must be returned to compact storage, submitted for quality assurance, or placed the file sorter near your workstation. Any other papers must be removed or placed in your work box.	
Printing and Copying for Personal Use	The code provided for the Kyocera is for Mining Archives purposes only. If you print or photocopy for personal purposes, you must use your student code as you would for any other printer on campus. If this code is not recognized or authorized by the Kyocera, then you will arrange with your supervisor to pay for each page. The student/employee charge per page is the same the public price: 10¢ per page, or 10¢ per side if you are printing double-sided pages.	

I have read and understand the expectations of my conduct while working at the MBMG Data Preservation Program. I further understand that if I fail to follow this code there will be consequences, up to, and including, termination of my employment.

_____   _____

Employee Signature   Date

_____   _____

Staff Member Signature   Date