

Amendment to Student Employee Code of Conduct Manual – *Effective January 29, 2020*

Break Policy

Employees are entitled to one 15-minute break on the clock per 4-hour shift after being on the clock for at least one hour; one 30-minute break off the clock per shift 6 hours or longer; one 1 hour off the clock break per shift 8 hours or longer. No area should be left unattended. All breaks must be approved by a supervisor.

Breaks must be taken off the sales floor. A break room with refrigerator and microwave is available. All breaks taken ON the clock must occur within the store. Employees must clock out in order to leave the store during break.

Assigned Station Policy

Student employees are required to remain in the area in which they are scheduled for the entirety of the shift unless otherwise told by a supervisor. No area should ever be left completely unattended. A supervisor must be made aware of breaks. If a student employee notices a gap in coverage in another area or the need for extra assistance, the employee should notify a supervisor before going to help. If a customer needs assistance outside of an employee's assigned station, the customer should be directed to a specific employee in that area (or quickly escorted if necessary). If there is no one available, call for a supervisor.

Workstations/areas are defined as follows:

- Cash register pods – employees are to stay within a 20-foot radius of the cash register pods. Registers containing cash should never be left without supervision.
- Customer Service – employees are to be behind the counter aside from necessary, yet brief, departures or to assist as backup at the register pods or take the daily deposit. The counter should never be left without supervision.
- Sales floor – Supplies department employees should stay with the perimeter of the Supplies department unless retrieving stock from the stockroom. Apparel/Gifts department employees should stay within the perimeter of the assigned work area unless retrieving/processing stock from the stockroom. Sales floor stations do not include register pods, customer service counter or textbook aisles.
- Receiving – employees are to remain within the general work areas of the department unless pulling stock for web orders or delivering stock to/ or stocking the sales floor. Other than assigned tasks that involve other areas of the store, customer service, the register pods and apparel/gifts are not considered the general work area of the Receiving department.
- Textbook Office – employees are to remain within the office and aisles area unless assigned other tasks (copier, file room, etc.) Other than assigned tasks that involve other areas of the store, customer service, the register pods and apparel/gifts are not considered the general work area of the Textbook Office.

Failure to remain in an assigned station will result in a demerit, issued by a store supervisor. Demerits will be tracked on a log accessible by every employee. As employees are expected to report to and remain in their assigned areas without direction of a supervisor, they will not necessarily be notified of each assigned demerit but will receive a written reprimand as notice after receiving 3 demerits. 5 demerits within a one-year timespan will constitute immediate termination. **Never leave your assigned workstation unless you have communicated and received permission from a supervisor.*

I have read and understand the expectations of the *Break* and *Assigned Station* policies.

Name, printed

Name, signed

Date