

07/26/09

Human Resources Development Program
Graduate Assistant Guide

Introduction

(WELCOME)

(WHAT THIS DOCUMENT IS AND IS NOT)

(SUMMARY CONTENTS)

Guidelines

The purpose of this position is to support the Villanova Human Resource Department. Your efforts will contribute to the success of the program through: assisting professors and adjunct faculty in the teaching of students, furthering professor research, and representing the department and university to the local professional community.

(TIME) Depending on the details of your specific assistantship, your hours may vary.

(OFFICE COVERAGE) While working your assistantship, you are charged with assisting the Human Resources Development program.

(OFFICE RESPONSIBILITIES) While working at your assistantship, you are responsible for a number of activities.

- (general
- faculty
- projects
- shrm
- office supplies
- students)

Use of University Property

While working, you will be responsible for using and caring for university property.

(Computers
Telephones
Copy Machine
Other)

University Policies

(DISCUSSION OF LINK BETWEEN PROGRAM AND UNIVERSITY POLICIES)

link to <http://www.villanova.edu/hr/policies/handbook/>

Performance Management, Discipline, and Grievances

Compensation and Benefits

(BRIEF DISCUSSION OF THE BENEFITS OF BEING A GRADUATE ASSISTANT)

Miscellaneous

Detailed Policy Guidelines for Telecommuting, Sickness, and Dress

Villanova, Graduate Program of Human Resource Development

Telecommuting Policy:

Villanova considers telecommuting to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement. Telecommuting allows an Graduate Assistant to work at home, on the road, or in a satellite location for all or part of their regular workweek. Telecommuting is a voluntary work alternative that may be appropriate for some Graduate Assistants and some jobs. It is not an entitlement; it is not a University-wide benefit; and it in no way changes the terms and conditions of employment with Villanova.

Procedure

1. Either an Graduate Assistant or a supervisor can suggest telecommuting as a possible work arrangement.
2. Telecommuting can be informal, such as working from home for a short-term project, or formal, as will be described below. Other informal, short-term arrangements may be made for Graduate Assistants on family or medical leave, to the extent practical for the Graduate Assistant and the University, and with the consent of the Graduate Assistant's health care provider, if appropriate. All informal telecommuting arrangements are made on a case by case basis, focusing on the business needs of the University first. Such informal arrangements are not the focus of this policy.
3. Individuals requesting formal telecommuting arrangements must have been employed with Villanova for a minimum of 12 months of continuous, regular employment and must have exhibited above average performance, in accordance with the University's performance appraisal process.
4. Any telecommuting arrangement made will be on a trial basis for the first 3 months, and may be discontinued, at will, at any time at the request of either the telecommuter or the University.
5. Villanova will determine, with information supplied by the Graduate Assistant and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines, facsimile equipment or software, photocopiers, etc.) for each telecommuting arrangement on a case-by-case basis. The human resource and information system departments will serve as resources in this matter. Equipment supplied by the University will be maintained by the University. Equipment supplied by the Graduate Assistant, if deemed appropriate by the University, will be maintained by the Graduate Assistant. Villanova accepts no responsibility for damage or repairs to Graduate Assistant-owned equipment. Villanova reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the University is to be used for business purposes only. The telecommuter should sign an inventory of all office property and agrees to take appropriate action to protect the items from damage or theft. Upon termination of employment all University property will be returned to the University, unless other arrangements have been made.
6. Consistent with the University's expectations of information asset security for Graduate Assistants working at the office full-time, telecommuting Graduate Assistants will be expected to ensure the protection of proprietary University information accessible from their home office.

Steps include, but are not limited to, use of locked file cabinets, disk boxes and desks, regular password maintenance, and any other steps appropriate for the job and the environment.

7. The Graduate Assistant and professor will agree on the number of days of telecommuting allowed each week, the work schedule the Graduate Assistant will customarily maintain, and the manner and frequency of communication. The Graduate Assistant agrees to be accessible by phone or modem within a reasonable time period during the agreed upon work schedule.
8. Before entering into any telecommuting agreement, the Graduate Assistant and professor, with the assistance of the human resource department, will evaluate the suitability of such an arrangement paying particular attention to the following areas:
 - Graduate Assistant Suitability - the Graduate Assistant and professor will assess the needs and work habits of the Graduate Assistant, compared to traits customarily recognized as appropriate for successful telecommuters.
 - Job Responsibilities - the Graduate Assistant and professor will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
 - Equipment needs, work space design considerations and scheduling issues.
9. Evaluation of telecommuter performance during the trial period will include daily interaction by phone and e-mail between the Graduate Assistant and professor, and weekly face-to-face meetings to discuss work progress and problems. At the conclusion of the trial period the Graduate Assistant and professor will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by Graduate Assistants working at the office in both content and frequency but will focus on work output and completion of objectives rather than time-based performance.
10. An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the professor and telecommuter will communicate at a level consistent with Graduate Assistants working at the office or in a manner and frequency that seems appropriate for the job and the individuals involved.
11. Graduate Assistants entering into a telecommuting agreement may be required to forfeit use of a personal office or workstation in favor of a shared arrangement to maximize University office space needs.

The availability of telecommuting as a flexible work arrangement for Graduate Assistants of Villanova can be discontinued at any time at the discretion of the Villanova. Every effort will be made to provide 30 days notice of such a change to accommodate commuting, child care and other problems that may arise from such a change. There may be instances, however, where no notice is possible.

Illness and Infectious Disease Policy:

Villanova realizes that employees with contagious temporary illnesses, such as influenza, colds and other viruses, need to continue with normal life activities, including working.

In deciding whether an employee with an apparently short-term contagious illness may continue to work, Villanova considers several factors:

- The Graduate Assistant must be able to perform normal job duties and meet regular performance standards.
- In the judgment of the employer, the Graduate Assistant's continued presence must pose no risk to the health of the Graduate Assistant, other students, professors and faculty.
- If an Graduate Assistant disputes Villanova's determination that such a risk exists, the Graduate Assistant must submit a statement from his or her attending health care provider that the Graduate Assistant's continued employment poses no significant risk to the Graduate Assistant, other students, professors and faculty.

All Graduate Assistants are urged to contact Human Resources regarding any questions about the possible contagious nature of another employee's temporary illness.

Dress Code Policy:

Villanova organization where employees enjoy their work environment while creating extraordinary results. Also, we would like our offices to be a place where open communication occurs comfortably across all levels.

To help meet these goals, we have adopted a Business Casual Dress Policy as our dress standard Monday through Thursday for primarily office employees. This policy invites employees to leave their customary business attire at home and wear business casual attire to the office. We want to emphasize that this does not mean that you will never wear customary business attire again.

There may be times when more customary business attire would be appropriate, for example, when clients are here, when you meet with a customer, vendor or are representing the company at an outside community function.

Employees who are hosting or attending meetings with clients, vendors, or employees from another company should wear appropriate clothing, which may include business attire.

This policy does NOT require employees to purchase casual business attire. Employees who prefer to dress in formal or traditional business attire should feel free to do so.

The following guidelines will help day-to-day define acceptable Business Casual attire.

General Guidelines:

1. Choose business casual clothing that communicates professionalism.
2. Keep your workday schedule into account when you are dressing. Casual business attire means clothing that allows employees to feel comfortable at work, yet appropriate for an office environment. Casual business attire includes, but is
3. not limited to: slacks, khakis, sport shirts, polo and cotton shirts, golf shirts, skirts and dresses, denim skirts, walking shorts, turtlenecks, sweaters, loafers, and sandals.
4. We ask that you NOT WEAR jeans, shorts, bib overalls, halter tops, beachwear, work-out attire, tank tops, tee-shirts, spandex or other form-fitting pants, or distracting, offensive or revealing clothes. In addition, we ask that you not wear athletic shoes, thongs, or slippers.

Keep in mind that shoes should cover the majority of the foot area. Office employees may want to consider having a closed-toed pair of shoes on hand for those times you are working out in the Production area.

5. Managers and professors are responsible for interpreting and enforcing dress and grooming standards

in their areas of responsibility. This includes counseling employees whose appearance is inappropriate. Reasonable accommodation will be made for employees' religious beliefs and disabilities whenever possible, consistent with the business necessity to present a professional appearance to the public. Questions or complaints that cannot be handled to an employee's satisfaction by his or her supervisor or manager should be taken to the Human Resources department.

6. Any employee whose appearance does not meet these standards will be counseled by his/her supervisor or manager. If the appearance is unduly distracting or the clothing is unsafe, the employee may be sent home to correct the problem. Repeated disregard for this dress and grooming policy may result in disciplinary action up to and including termination of employment.

Specific Guidelines: (All work days - Affects All Employees)

In keeping with the current dress code, the need for proper appearance from all staff is expected. Therefore, the following guidelines of dress are expected from all employees:

1. Clothing should be worn and fit in such a manner that it does not expose the abdomen, chest or buttocks areas.
2. Clothing should be free of sexually related references, foul language, or
3. suggest or promote the use of illegal drugs.
4. Clothing, to include jewelry and hair, should not be loose or dangle in such a way that it creates a safety hazard.
5. Body piercing jewelry will only be worn on the ear. No other areas of the body should be visible with body piercing jewelry.
6. Tattoos must be appropriate in content and in keeping with a professional image.
7. As a reminder, we ask that you NOT WEAR tank tops, halter tops, beachwear, shorts, bib overalls, spandex or other form fitting pants, work-out attire, thongs or slippers, distracting, offensive or revealing clothes on ANY DAY OF THE WORK WEEK.