
Procedure: Student Worker Oversight –
Evening Hours

Reference No.: 2.7

Authority: College President

Cross Reference:

Approved: November 25, 2014

Revised:

The purpose of this procedure is to address the issue of overseeing of student workers on campus during evening and/or weekend hours for departments without other provisions in place.

1. **Commitment**
SUNY Broome Community College is committed to promoting a safe and secure academic environment and workplace to support its mission.
2. **Definitions**
Student worker – a student of the College who is also employed part time on campus.

Contact Person – a designated employee on campus, not necessarily located in the student worker’s building, that is accessible to the student at all times via telephone and able to respond to the location as needed to provide guidance.

3. **Responsibility**
Student Worker oversight on campus, evening and/or weekend hours is provided by the Reference Desk Librarian and may be reached by calling #778-5043.

Public Safety – Campus Peace Officers on site during evening and/or weekend hours are available to assist in the event of an emergency by calling #9-911 from a campus phone and #911 from a non-campus phone.

**If a true emergency demands immediate attention, please call #911.