III. WORK SCHEDULES

Submit your class schedule to your supervisor as soon as possible so that departmental work schedules can be established. If your department operates on nights, weekends and holiday breaks, you may be scheduled to work at such times. Once your work schedule has been arranged, you are responsible for the following:

- WORKING YOUR ASSIGNED HOURS
- BEING ON TIME WHEN REPORTING TO WORK
- CALLING YOUR SUPERVISOR OR DEPARTMENT IF YOU CAN’T GET TO WORK (call as soon as you are aware of a problem; don’t wait until it’s time for you to report to work).
- BEING PREPARED TO FIND A SUBSTITUTE (if your department requires it)
- INFORMING YOUR SUPERVISOR AS SOON AS POSSIBLE IF YOU HAVEN’T FOUND A SUBSTITUTE
- BEING PREPARED TO MAKE UP YOUR TIME (if your department requires it)