

Performance Guidelines for Student Employees

Student employees are expected to meet work performance standards established by their supervisors, their employing department, and the university. The term “work performance” includes all aspects of a student employee’s work.

Poor work performance can be demonstrated in a variety of ways. Depending on the particular position, examples may include (but are not limited to) the following:

- repeated tardiness or absence, absence without proper notification to the supervisor or without satisfactory reasons, or unavailability for work
- neglect of duties, loafing or wasting time during working hours
- falsifying time sheets or other university records
- abusing, wasting, or damaging property, supplies, or records belonging to the university, coworkers, or students
- creating or contributing to unhealthy or unsanitary conditions
- violating safety rules or accepted safety practices
- not following [Responsible Conduct of Research](#) protocols or other established procedures
- failing to cooperate with supervisors or coworkers, impairing the work unit’s function, or disruptive or disorderly conduct
- theft, dishonesty or unauthorized use of university property, including records and confidential information
- failing to meet a reasonable and objective measure of efficiency and productivity
- failing or refusing to follow instructions or to perform designated work
- failing to meet deadlines and/or complete project assignments
- not providing customer service as required under job expectations
- inappropriate, unauthorized, or illegal use of the university’s information technology resources, including violations of the university’s [Acceptable Use Policy](#) and [Information Resources Use and Security Policy](#)
- violating policies or rules of the university or The University of Texas System, including the [Institutional Rules on Student Services and Activities, Chapter 11](#) (Student Discipline and Conduct)