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# EMPLOYEE EXPECTATIONS

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Dear Pre- Arrival Mentors,

Thank you for all your hard work and positive attitudes! We truly accomplish great things together!  
Here are policies that may seem small but are an important part in creating a professional atmosphere here in the office.

## 1. Snacks

- Afternoon Shift: it is alright to bring a ready to eat *light snack* to the office.
- Morning shift: when bringing lunch to work please be respectful of others. Your lunch should be able to be eaten at your desk and not be distracting.
- Also, we will not be assigning one person 'snack duty', and we will not collect money from anyone for office snacks. If you know you will get the munchies, please bring in your own treat, and do not ask others to supply it for you.

## 2. Cell Phones

- The students we work with deserve our full attention and professionalism. Therefore, cellphones **are not** to be used during work hours.
- If you have *an emergency or special circumstance*, please coordinate with your Lead.
- If you need to call or text someone you may use your cell phones during your 5 min breaks.

## 3. Dress

- Business Casual.
- **Women** should wear skirt, dress, or slacks or nice khakis with a nice blouse or button up shirt.
- **Men** should wear slacks, or nice khakis with a button up shirt or polo. A tie is optional. If you choose to wear a polo, it should not have big logos/brand names (e.g. Nike, Under Armor, etc.)
- Bright colored pants, t-shirts, jeans/colored jeans, and other casual clothing are not allowed.
- On Thursday, jeans/neutral colored pants are to be worn with your grey polo.
- Employees are expected to abide by the BYU-Idaho *Dress & Grooming Standards*. Employees who are inappropriately dressed or unshaven will be asked to go home to take care of the issue before returning to work.
- Men must be clean shaven.

Employees are expected to abide by the BYU-Idaho *Dress & Grooming Standards*. Employees who are inappropriately dressed or unshaven will be asked to go home to take care of the issue before returning to work. If you are not appropriately dressed, or have not shaved, you will be asked to go home and change or shave before you come back to work. It is okay to wear jeans and a t-shirt on days where you will be assisting with events that may damage your professional dress clothes.

## 4. Music

- Music in the office is a Spotify account controlled by the student lead.
- Music should not be played from any other computer.
- Headphones are not to be used.

## 5. Computer Policy

- You should not be checking personal Facebook, Pinterest, Instagram or other social media networks during work.
- You should not use your computers for personal use such as homework, job searching, buying a car, buying insurance, or other personal needs during work hours.
- You should not be surfing the web during work hours.
- If you have special circumstances, please ask your lead first.

If you have any questions, please talk to the student lead.  
Thank you for all you do!

Student Lead