Student Staff Point System

lac
learning assistance center

Here's How it Works:

Termination	Probation		Beginning of Semester		Raise Requirement
0	**20**		**50**		**85**
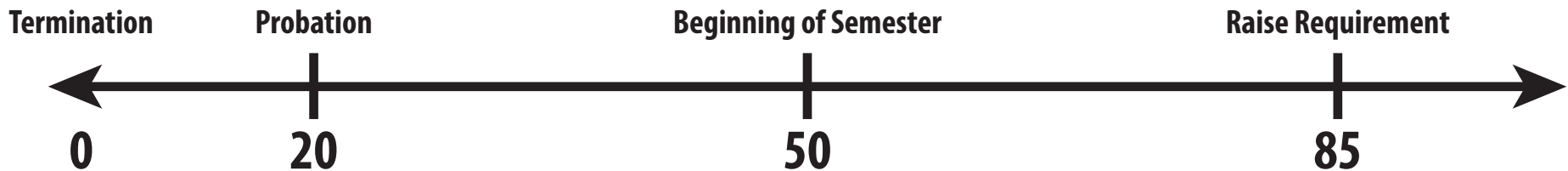
How to Get Points:

+5
- Consecutive Semester Employees
- HR Paperwork Completed
- 75% Surveys
- 10+ Hours All Semester
- Advisory Board Participation
- Successful Recruiting Referral
- Workshop Attendance
- Working Optional LAC Events
- GROWL Conversation Participation
- Pre-approved Voluntary Cleaning

+10
- No Infractions All Semester
- High Survey Results / Evaluations
- Outstanding Training Performance
- 4.0 GPA
- Pick Up Shifts

+15
- 90% Surveys
- Front Desk Nomination
- Campus Recognitions (+5-15)
- Work an Undesirable Shift

How to Lose Points:

-5
- Dress Code Violation
- Failure to End Session on Time
- Timesheet Missing
- Closing Error
- Delayed Paperwork Completion
- Failure to Check-Out Resource
- Schedule Change after Confirmation
- Inappropriate Use of Office Resources

-10
- Cancel with Reschedule (SI)
- Unreturned Resource Notification
- Delayed Email Response
- Minor FERPA Violation
- Missing Group Meeting (SI)
- Missed Training w/ Notice
- Shift Coverage w/ Prof-Staff Assistance
- Late 10+ Minutes to a Shift
- Late between 5-10 Minutes (-1-10)
- Timesheet Errors (-1-10)
- Discretionary Unprofessionalism (-1-10)

-15
- Damaged or Lost Resource
- No Show (Appointment) with Notice

-20
- Inappropriate Contact w/ Student

-25
- No Show w/o Notice
- Missing Observations / Training Requirements (-5-25)