



**PURDUE AVIATION & TRANSPORTATION
TECHNOLOGY**

**EMPLOYEE TRAINING
2019-2020**

Checklist:

For **ALL** Graduate & Undergraduate Students to Qualify:

- **Take Mandatory Student Employee Training Quiz (Print Confirmation)**
- **Take FERPA Certification (Print Confirmation)**

For those doing TA work for Course Credit:

Pick up Necessary Forms from NISW 192 (Business Office):

- Form 23 [online](#)
- AT Form 435 (Description Form)

Complete Forms

- By Faculty Member you are working for (AT Form 435)
- By Dr. Bernie Wulle(Form 23 and AT Form 435)*******MUST show proof of Training Quiz and FERPA Certification BRING BOTH FORMS OF CONFIRMATION WITH YOU!**
- By Advisor (Form 23 and AT Form 435)*******MUST show proof of Training Quiz and FERPA Certification. BRING BOTHFORMS OF CONFIRMATION WITH YOU!**

Take Forms to

- Form 23 – Registrar Office (Hovde) by 4:30pm
- AT Form 435 –NISW 172

For **ANY** Paid Position:

Make sure to turn in all appropriate paperwork to the Business Office (NISW 192) ASAP

Form 23:



OFFICE OF THE REGISTRAR
 FORM 23-1 (REV. 11/15)
 PURDUE UNIVERSITY

SCHEDULE REVISION REQUEST

OFFICE USE

1. F.U.D. _____ 2. NAME _____
LAST FIRST MI.

3. Fall _____ 4. YEAR 2019 5. COLLEGE PI _____ 6. MAJOR SATT _____ 7. Choose From List _____

CRN	Subject	Course No.	Sec. No.	WI	WF	PI	NP	Instructor Signature	Date	Department Head Signature	Date
1								Bernie Wulle signature			
2											
3											
4											
5											
6											
7											
8											

AUTHORIZATIONS:

SIGNATURE OF STUDENT _____ DATE _____
 ADVISOR'S SIGNATURE _____ PHONE NO. _____ DATE _____
 F-BIDDED NAME _____

ADVISOR COMMENTS:
 Drop off / Deliver to Registrar (HOVD)


OFFICE OF THE REGISTRAR COMMENTS:

BURSAR USE

*****Make sure to fill out ALL of the necessary information (see example)

*****After receiving the appropriate signatures, bring your form to **Hovde45** before the deadline.

AT Form 435:

AT 43500 SUPERVISED INSTRUCTIONAL EXPERIENCE 

Student Name	
PUID Number	
CREDIT Or PAY (circle one)	Student must first earn credit as a TA in the course prior to eligibility for pay
Faculty (Course supervisor of TA)	
AT _____	FALL SPRING SUMMER (circle one) YEAR _____
Prior to signing this form, Faculty must verify student has these Documentations <input type="checkbox"/> Employee Training (printed certification) <input type="checkbox"/> FERPA Certification (printed certification)	Hours working per week: _____ (1.0-credit for every 3 hours of TA work performed) Credit hours: 1.0 2.0 3.0 4.0 (circle one)
This form; ET and FERPA Certification; signed FORM 23 must be brought to Advising Office	
EXPECTATIONS OF TA POSITION	
FACULTY APPROVAL SIGNATURE:	

*******Make sure to fill out ALL of the necessary information**

*******After filling out information, bring your form to NISW 192 before the deadline.**

The student employment program at Purdue is designed to **promote educational excellence** while contributing to the overall development of the student. It is our goal that you will acquire **marketable skills** and **quality work habits** benefiting you for years to come as you move to enter the workplace.

We hope you take advantage of the opportunity to grow as a professional, and learn as much as you can.

What does your employer expect?

Be on time – You and your supervisor will set your schedule depending on your availability. It is your responsibility to call in if you are going to be **late** or **absent**. It is also your responsibility to make sure your **time card** is appropriately signed and submitted.

Positive Attitude – Friendly and ready to work.

Self-motivation – Take initiative.

Follows directions – Very important!

Factual – Don't guess. If you aren't sure what the right answers are, take the time to find out.

Honesty – Learn from your mistakes. Your supervisor can help you if they know what's going on.

Documentation - Recognize when you should document an action or encounter with a customer. There will be a time when you are glad you did.

Failure to follow any or all of these could result in the termination of your position.

What does your employer expect?

Confidentiality – IMPORTANT! If you handle sensitive information, or if you encounter it by accident, you must secure that information and protect the privacy of the College, the students, and the employees.

FERPA:

<http://www.purdue.edu/registrar/FERPA/>

Proof of certification will need to be submitted.

Dress appropriately – Present yourself appropriately. Ask your supervisor what is appropriate if you are not sure.

Etiquette -

* Phone: Ask your supervisor what should be said when answering calls. Take a message, transfer to voicemail, put it on hold if you are busy.

*In the office: Always greet people coming in. Limit your office socializing when customers are in the office.

Do's & Don'ts

Do's:

- ✓ Register early – this may allow you to work during the breaks.
- ✓ Pay attention to important dates.
- ✓ Complete your time card accurately and on time.
- ✓ Arranging time off needs to be made in advance with your supervisor.
- ✓ Take your job seriously.
- ✓ Be professional.
- ✓ Discuss expectations of the job with your supervisor.
- ✓ Ask for feedback.

Don'ts:

- X Cell Phone Abuse (Put it on silent or vibrate)
- X Computer Abuse (Check personal email, surf on Internet, etc.)
- X Friends Visiting (It's not social hour)
- X Homework
- X Sleeping – (Sleep on your own time)
- X Go on social media
- X Drink or do drugs

What do customers expect?

Manners – Be polite & helpful, go above and beyond, and listen.

Listen to your customer – Understand what they are telling/asking you. Show them you are listening to/actively thinking about what they are saying.

Techniques:

- **Repeating** - Restating what was said
- **Questioning** – Gather more information
- **Focusing** – Clarifying what the whole conversation is about to gain perspective/answer to the best of your abilities
- **Reflecting Feelings** – Identifying the customer’s feelings in relation to the conversation.
- **Validating** – Legitimizing the customer’s statements by showing them what they’re saying “makes sense”

Reliability – Provide the same service to each customer every time you serve them.

Responsiveness – Address the customers’ needs in a timely manner.

Quality of Work – Take pride in your work. Put in what you want out of it. Customers satisfaction depends on how well you do your job.

Smile – Be happy, your quality of work depends on this.

HR Information / Time Cards

Once you are hired, you will need to complete the following forms:

- ✓ W-4
- ✓ I-9
- ✓ Risk management form for drivers (if applicable)

Timecards – document the hours worked by nonexempt employees. The law requires the University to keep all timecards for nonexempt employees.

- **Make sure that your time card has the following information:**
 - ✓ Complete Name
 - ✓ Proper pay dates for 2 weeks
 - ✓ Signature of Student and Supervisor
 - ✓ Total number of hours worked per day
- When a supervisor signs a timecard, he is certifying that the hours recorded by the employee are correct to the best of the supervisor's knowledge. **Supervisors should never sign timecards for employees.**
- When an employee signs a timecard, she is certifying that the document accurately reflects the hours actually worked or covered by a leave benefit. Employees should never sign timecards for supervisors.

Time Cards Continued:

Timecards:

- Any corrections - Both the supervisor and the student employee need to initial the change on the timecard.
- If an employee or a supervisor is told to falsify information on a timecard, told to sign knowing that the information is incorrect, or told to sign for someone else, we recommend that the individual contact either **Employee Relations** (49-41679) or the **Internal Audit Fraud Hotline** (49-46999).
- Your actions have a **significant effect** on the University.

Conflict Resolution:

If you encounter a conflict with another student, a staff member, or your supervisor, please follow these steps:

- 1) Always discuss your concern with the individual concerned first unless you absolutely feel this is impossible or inappropriate.
- 2) If the first step does not resolve the conflict, speak with your immediate supervisor about the situation.
- 3) If your supervisor cannot resolve the conflict, they may have you speak with their supervisor or refer you to the Dean of Students for a neutral party intervention.

Discrimination / Sexual Harassment:

Office of Institutional Equity

Purdue is committed to addressing discrimination complaints **promptly** and **consistently**, using procedures that are **effective and fair**, and to **resolving complaints** at the lowest organization level whenever possible.

Persons who feel they have been discriminated against should bring their complaints to the attention of their **department head** or **supervisor**, or seek assistance from the **Office of Institutional Equity**.

<http://www.purdue.edu/ethics/oie/>

Outside Employment:

- Outside employment/activities – cannot engage in those activities that would conflict with University duties.
- These outside activities include – connections with business enterprises, public offices, professional associations, educational institutions, and foundations.
- All outside activities mentioned above, as well as any business enterprise activities from which an employee expects to derive a profit from any University contract or purchase, should be reported annually by processing a *Reportable Outside Activity Form*

Campus Resources:

- ✓ SMAS – Space Management & Academic Scheduling (reserve rooms)
- ✓ Printing Services (order flyers, make large quantity copies, etc.)
- ✓ Physical Plant (building needs)
- ✓ Parking Services (parking passes)
- ✓ ITaP (computer problems, career accounts)
- ✓ Academic Success Center (tutoring needs, writing center, etc.)
- ✓ Office of Institutional Equity
- ✓ Division of Financial Aid (FAFSA, Scholarships, etc.)
- ✓ Center for Career Opportunities

....And many more!

Student Employee of the Year Award:

- ✓ Awarded to a student employee each year.
- ✓ Must be nominated by their supervisor.
- ✓ Announced in April
- ✓ Criteria: Nominees are student employees who exhibit excellence in the following areas:
 - Work Standards - employee meets and exceeds job responsibilities
 - Leadership - employee takes action to enhance the organization and support colleagues
- ✓ Impact - employee contributions have a positive impact on the organization
- ✓ Winner receives a **\$250** award
- ✓ Must be currently enrolled in classes as a Purdue student with a GPA 2.5 +
- ✓ Student must work at least 10 hours a week on campus
- ✓ Be employed in the same department /office for at least two semesters

NISW Building Emergency Plan:

Building Emergency Plan (BEP)

- Designed to provide students, faculty, staff, and visitors information about:
 - **Shelter in place** and **Evacuation procedures** for natural & human-caused events

REMEMBER, WHEN YOU HEAR:

➤ ALL HAZARDS SIRENS immediately seek shelter (**Shelter-In-Place**) in a safe location within closest facility

➤ FIRE ALARMS immediately **evacuate** the building and move to a safe location

In both cases, you should solicit additional clarifying information by all possible means...Purdue Homepage, TV, radio, email, etc.

- You need to be familiar with your specific building emergency plan. If you have any questions, consult your Building Deputy, Department Safety Coordinator or Safety Committee representative.
- Be familiar with the Purdue Emergency Procedures Guide attached to your BEP but is also located at:

https://www.purdue.edu/ehps/emergency_preparedness/flipchart/index.html

NISW Building Emergency Plan Continued:

- Know the following:
 - ***The Purdue Emergency Warning Notification System***
 - ***Evacuation routes, exit points, and where to report for roll call after evacuating***
 - ***When and how to evacuate the building***
 - ***Safe locations to shelter in place***
 - ***Locations of emergency materials that may be needed in an emergency such as emergency telephones and fire pull alarms***
 - ***Procedures for notifying emergency responders...dial 911 for any emergency***
 - ***Additional building specific procedures and requirements***
- Building Contact Information:
 - **Building Name:** Niswonger Aviation Technology Building
 - **Building Deputy:** Emily Birge (ebirge@purdue.edu)
 - **Address:** 1401 Aviation Drive West Lafayette, IN 47907
 - **Telephone:** 765-496-2837

NISW Building Emergency Plan Continued:

- **Notification Procedures:**

- **Immediate Emergency Notification:** Dial 911 from a public or campus telephone.
- **For Non-Emergency Notifications call:**
 - Building Deputy Phone Number: 496-2837
 - Purdue Fire Department: 494-6919
 - Purdue Police Department: 494-8221
 - Closest Urgent Care Facility: PUSH, 494-1724, University Street (the building immediately Southwest of Armstrong)
 - Radiological & Environmental Management: 494-6371
 - Physical Facilities Services: 494-9999
 - Physical Facilities Services Zone: (Zone 9) 494-4885

NISW Building Emergency Plan Continued:

- **Evacuation Procedures:**

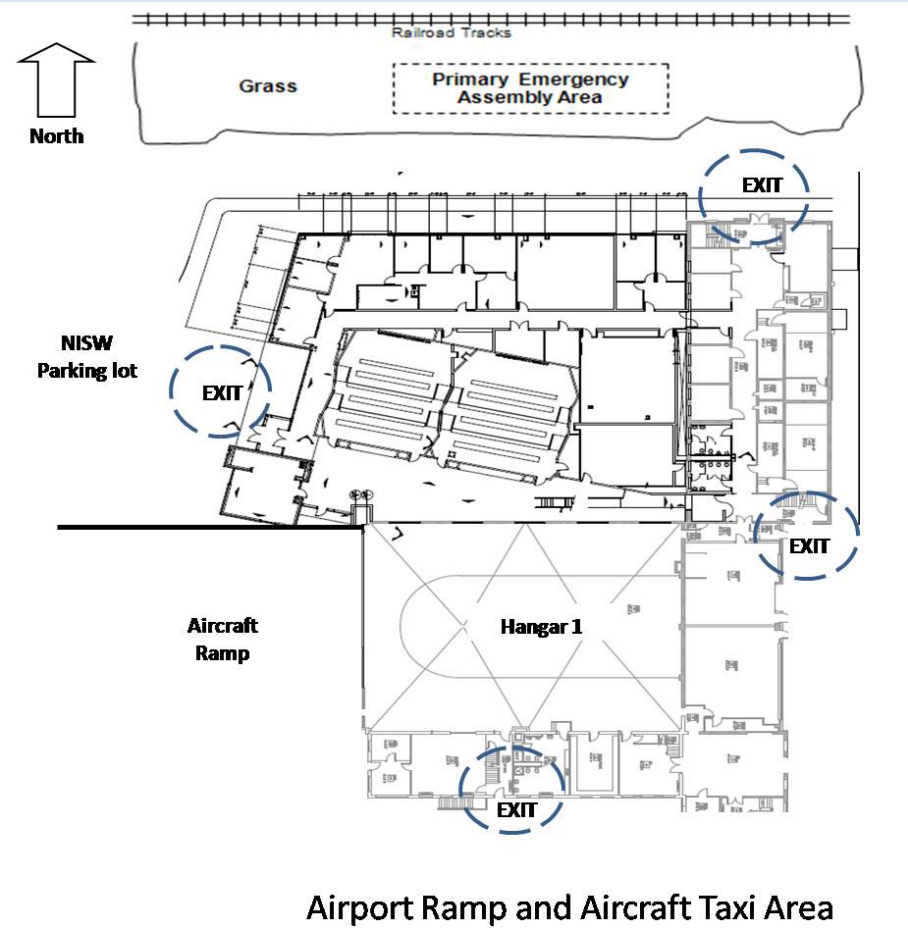
- If you hear the fire alarm or are told to leave the building:
- Evacuate Immediately upon notification
- No one can be required to remain; classes must evacuate
- Shutdown hazardous operations as quickly as possible
- Notify others on your way out
- Close doors as you leave
- Help those needing assistance
- Use stairways only. Do not use elevators
- Report to Emergency Assembly Areas for accountability and instructions
- Do not re enter the building until authorized by police/fire department personnel

NISW Building Emergency Plan Continued:



Emergency Assembly Area:

All building occupants should gather on the SOUTH side of the railroad tracks directly across the road from NISW.



NISW Building Emergency Plan Continued:

Guidelines for people with disabilities:

Check on people with special needs during an evacuation. A “buddy system,” where people with disabilities arrange for volunteers (co-workers) to alert and assist them in an emergency is recommended.

Only attempt an emergency evacuation if you have had emergency assistance training **or** the person is in immediate danger and cannot wait for emergency services personnel.

Always ask someone with a disability how you can help **before** attempting any emergency evacuation assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

NISW Building Emergency Plan Continued:

Shelter in place procedures:

Types:

- Tornado Warning
- Active Shooter, Building Intruder, Civil Disturbance
- HAZMAT Situation

When to shelter:

- When you hear the All Hazards Sirens
- When directed by police/fire personnel

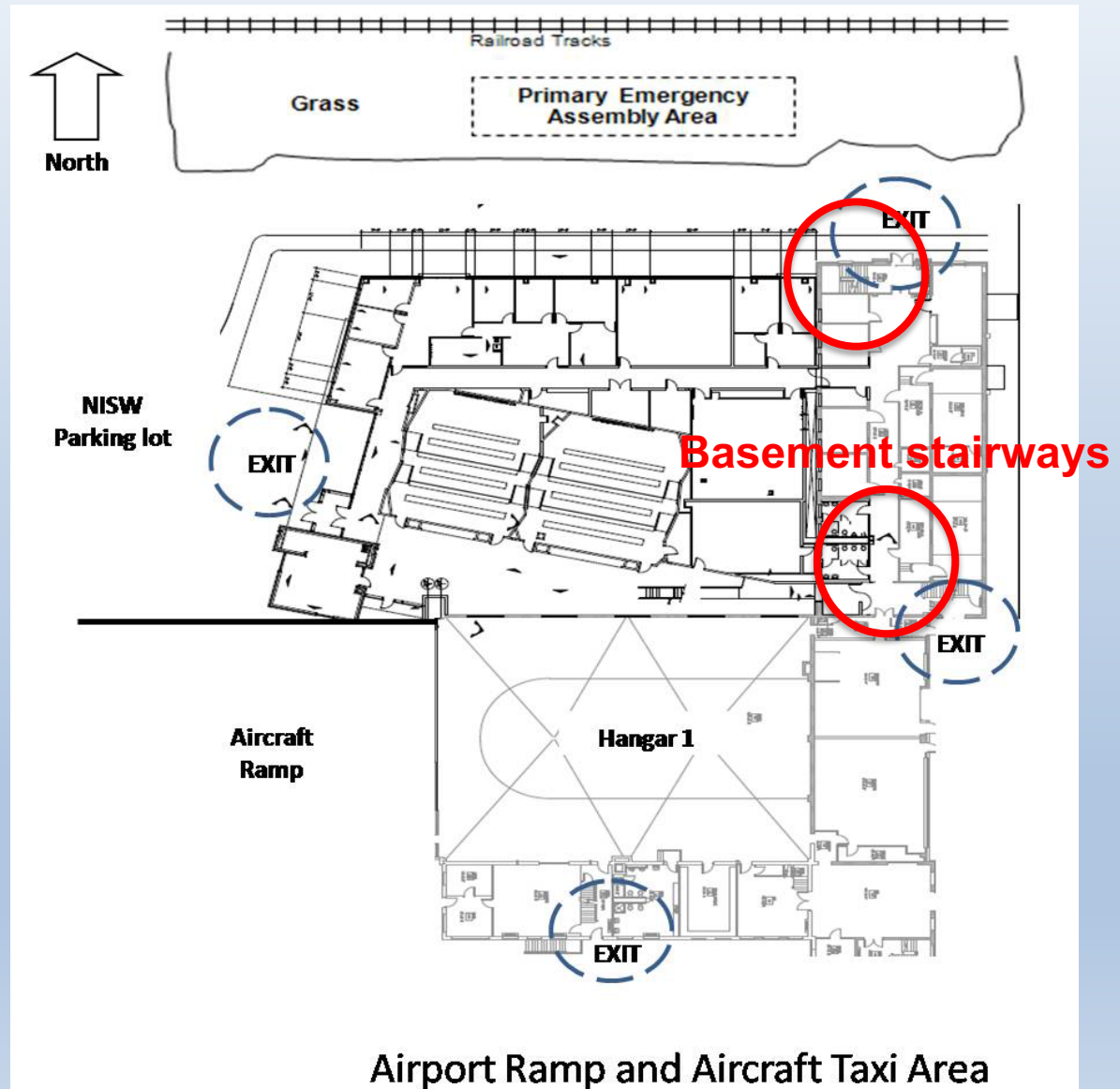
Inside NISW in interior rooms, preferably without windows (computer lab).

NISW Building Emergency Plan Continued:

Tornado- What to do:

Move to the basement area immediately

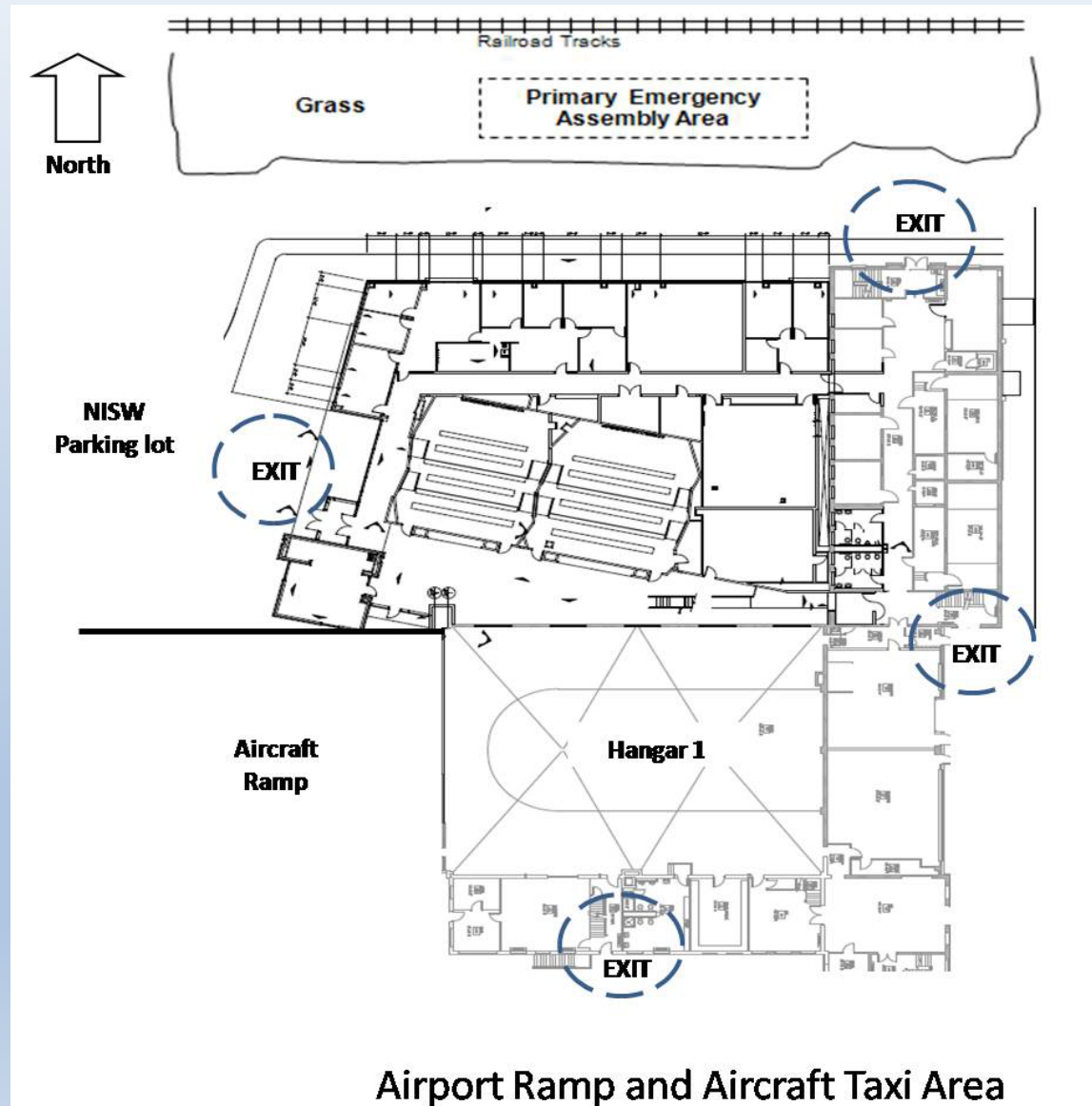
Alternate:
1st floor Interior
hallways; ideally in old
portion of the NISW
building



NISW Building Emergency Plan Continued:

Active Shooter- What to do:

Seek a safe location, preferably a room without windows that can be locked or secured by barriers.



NISW Building Emergency Plan Continued:

HAZ-MAT

What to do:

- Shut off all operating equipment including vent fans
- Close all doors and windows to the outside
- If possible, close and/or seal vents and ducting if the event involves hazardous material release
- If able, tune a radio or television to the Primary Emergency Alert System: WASK (98.7 FM, 1450 AM) or other local TV or radio station in Tippecanoe County.
- Remain in place until Police, Fire, or other Emergency Response officials tell you it is safe to leave, or until information is announced through radio or T.V. broadcasts alerting you it is safe to leave.

NISW Building Emergency Plan Continued:

REVIEW

EMERGENCY	EMERGENCY ASSEMBLY AREA EAA – SHELTER IN PLACE
Weather-related – Tornado Warning	Basement corridors, basement offices, basement restrooms or the lowest level of the building (stay away from windows and doors)
Hazardous materials (HAZMAT) Release	Remain or find an unaffected office or work area and close windows and doors.
Civil Disturbance – active shooter	Seek a safe location, preferably a room without windows that can be locked or secured by barriers.

NISW Building Emergency Plan Continued:

Points of contact:

Building Deputy at: 4-6103

AT Office Administrator (Access to Dept. Head): 6-2837

Contact the Campus Emergency Preparedness Office at 4-0446

Go to the Emergency Preparedness website for planning assistance information:

http://www.purdue.edu/emergency_preparedness/

TAKE THE QUIZ

https://purdue.qualtrics.com/SE/?SID=SV_cCOsFj6gVeqxb0x