

WELLIN

**Ruth and Elmer Wellin Museum of Art
Hamilton College**

Student Employee Manual

Updated July 2022

I. DOCENT PROGRAM GUIDELINES	2
Components of the Docent Program	2
Primary Duties and Responsibilities	2
Additional Responsibilities and Procedures	4
Grievances and Disciplinary Action	6
Positions	7
Supervisors	7
II. MUSEUM STRUCTURE	8
Governing Authority	8
Advisory Committee	8
Museum Staff Listing	8
Physical Spaces & Access Control	9
III. GENERAL POLICIES AND INFORMATION	10
Museum/Facility	10
Visitors	11
IV. Appendix	12
Greeter Desk Sample Script	12
Gallery Docent Monitor Sample Conversation Starters	12
Position Descriptions	13
Information about Student Wages	16
Instructions to Export your WhenToWork schedule to Google Calendar	17

I. DOCENT PROGRAM GUIDELINES

Components of the Docent Program

The Ruth and Elmer Wellin Museum of Art relies on student employees to facilitate its educational programming, provide information to visitors, and to bolster the safety of the art on display. The job requires a high level of dependability, attentiveness, diplomacy, and maturity. Docents participate in professional development events related to museum exhibitions and the permanent collection, issues in the museum field, and career readiness. Docents gain authentic museum work experience and professional mentoring from staff.

A student docent should be:

1. Welcoming and friendly to all visitors
2. Alert and observant in monitoring visitor interaction with exhibited artwork
3. Quick to recognize potential risks to the art and to visitors
4. Communicative with museum staff and safety officers
5. Curious about and interested in art, museums, and society
6. Cognizant that they represent the Wellin Museum and Hamilton College to the broader community
7. Courteous and polite in the exercise of their duties

Primary Duties and Responsibilities

A student docent's responsibility is to foster a warm and welcoming environment in the museum, to provide information and spark dialogue about works of art and exhibitions, and to be an emissary for the Wellin Museum on campus. When working as a greeter, docents must also track visitor attendance.

1. **Welcoming visitors:** When visitors enter the museum, a student docent must greet them and orient them to the museum spaces that are open to the public. The docent should point out the locations of the coat check, public restrooms, elevator, and galleries. If the upstairs lounge is open, please invite visitors to go upstairs to the second floor. A docent's alertness and presence have a significant impact on the visitor's perception of the museum and are the most important measures in creating an accessible environment.
2. **Tracking Attendance:** Each visitor, group, or class should be counted and recorded in Versai during each shift. Please use the counter provided at the greeter station as a tool to keep track of visitors. Prescheduled groups and classes should be recorded in Versai under the correct event entry and assigned patron. If a prescheduled group is not listed in Versai, contact the office assistant immediately by phone (x4396) or email saponte@hamilton.edu.
3. **Leading tours:** When assigned to lead a tour, please come prepared. You should plan your tour well in advance and confer with your docent partner, if you have one, ahead of time. On the day of the tour, arrive at least ten minutes early and stow your belongings in the coat check. You should dress in black and wear your name tag while on-site at the museum.

4. **Working at large events:** If you are on duty at a large drop-in event, such as an exhibition opening or educator open house, be proactive about greeting visitors. Circulate through your assigned area and be aware of visitor activity. As visitors move through the museum, offer to answer any questions they may have. Docents work in tandem with Safety Officers at large events to ensure the safety of the art.
5. **Enforcing museum rules:** Docents must be aware of the museum rules and remind visitors of them when necessary.
 - a. Visitors may not come in contact with works of art, museum displays, or glass cases. Please ask visitors to step away from artworks and cases if they come into contact or if it appears they are about to make contact with them. Visitors are not allowed to lean on pedestals or display cases.
 - b. Neither food nor drink is permitted in the galleries or seminar rooms. Beverages and personal belongings are allowed in Archive Hall, the lounge area, and the Overlook classroom.
 - c. Bulky coats, bags, backpacks, and umbrellas are not allowed in the galleries or seminar rooms, as such items constitute a risk to the artworks. The docent may ask visitors to leave these items in the coat check. If a visitor is reluctant to part with a coat or bag, please explain that the coat check is monitored by safety officers. The docent may offer to hold the item for the visitor at the greeter station. **Under no circumstances should a docent give verbal permission for a visitor to take described items into the galleries/museum.** If you have any problems of this nature, consult a safety officer.
 - d. Only pencils (no pens, markers, or other writing implements) are permitted in the exhibition gallery and the seminar rooms. Docents must ensure that sharpened pencils are available for visitors to use during their visit. Pencils are stored in the greeter desk. If supplies run low, please ask the museum's office assistant to replenish them. If a docent observes a visitor using a marking instrument other than a pencil, the docent should ask the visitor to discontinue using it and offer the visitor a pencil instead. This is for the protection of the artworks and the museum furnishings.
 - e. Photography: Flash photography and tripods are not permitted in the museum unless prearranged with museum staff for a specific purpose. Non-flash photography for personal use is encouraged.
 - f. Other Items: Visitors are allowed to bring books, notebooks, sketchbooks, tablets, and laptop computers into the museum for scholarship purposes.
 - g. Seating: Upon request, stools are available near the coat check.
 - h. Children must be accompanied and supervised by an adult. Parents/guardians may not leave children in the care of docents or museum staff.

Additional Responsibilities and Procedures

1. Docent arrival/departure
 - a. Upon arrival at the museum, the docent should pick up their Wellin Museum of Art name tag from the red metal box at the greeter station and report to their assigned post. At the end of their shift the docent should return the name tag to the greeter station.
2. Appearance/dress code
 - a. Docents must always dress neatly in all black, except during training sessions. Student assistants do not have to wear all black, but must dress professionally.
3. Greeter Desk
 - a. The Greeter Desk tabletop and surrounding area should be uncluttered. A professional manner is necessary at all times. Please keep the floor around the Greeter Desk clear.
 - b. Docents are welcome to encourage their friends to visit the museum, but must not let friends linger at the Greeter Desk while they are on duty.
 - c. Earbuds, AirPods, headphones, or any other listening device are prohibited while working at the Greeter Desk. If there are no visitors present, unobtrusive laptops, books, and notebooks may be used, **ONLY** for academic work. Watching or listening to movies and other entertainment on phones, iPads, or laptops is prohibited.
4. Using the restroom/leaving your station
 - a. Docents are expected to inform a safety officer on duty before leaving their post and are expected to return promptly. They should choose a time when the museum is empty of visitors, if possible.
 - b. The docent must **never** leave the museum without first ensuring that either a Safety Officer, staff member, or another docent is monitoring the Greeter Desk. **Leaving the museum unattended without ensuring coverage is grounds for dismissal.**
5. Exhibition Information
 - a. Docents should have knowledge of the current exhibition(s) and be able to answer visitors' questions. The educator and curator(s) will provide information about each exhibition. A copy of this information is stored in the Greeter Desk binder for reference.
6. Scheduling and Payroll
 - a. The museum uses WhenToWork (W2W) to schedule student shifts each week. The Greeter Desk has set shifts, while tours, events, and meetings are scheduled on a rolling basis. Tours are assigned based on docent availability. It is crucial to update your availability within W2W as soon as you know your class schedule so that you can be included in tour assignments and other programs.
 - b. Student Employees are paid biweekly and should enter their hours via Colleague Self Service, after each shift. Be sure to sign electronically before submitting. Please direct any questions to your supervisor or the student employment office.

7. Attendance

- a. Docents are expected to be punctual and reliable. Docents must arrive in time to be at their posts at the assigned hour. If a docent must leave their shift a few minutes early to get to their next class on time, they must inform a museum staff member in advance. The docent must not leave before the next docent arrives without notifying museum staff.
- b. Repeat tardiness is grounds for dismissal.
- c. In instances where docents cannot avoid being late to a regularly scheduled shift or are unable to work as scheduled, they are required to contact their supervisor as soon as possible to arrange a different schedule.
- d. In the case of a one-time scheduling conflict, such as a medical appointment, the docent is responsible for posting their shift on the trade board to seek a replacement and informing the supervisor about the conflict in advance. Granting excused absences is at the discretion of the supervisor based on the information provided by the docent.
- e. Trades and Excused absences: In all cases of substitution, the supervisor must be notified in advance via WhenToWork through a trade board request or via email. Posting a shift to the trade board does not automatically remove the shift from the docent's schedule. A verbal agreement of a trade (including in a group chat) must be finalized on the trade board or emailed to the Docent Program Supervisor. The shift remains the docent's responsibility until it is removed from the docent's schedule in WhenToWork.
- f. Substitutions and trades that are not documented on the Trade Board or emailed to the Docent Program Supervisor before the start of the shift will be considered unexcused absences and will result in disciplinary action.
- g. Emergencies: If a docent is unable to meet a shift obligation due to illness or another emergency, it is their responsibility to email their supervisor and post the shift on the trade board before the shift starts. Only a trained docent may serve as a substitute.
- h. Academic breaks: Docents are expected to report for work until academic breaks officially begin. They may not leave early for break without arranging for a valid substitute and are expected to report again for work on the first day of classes after a break. Docents who are interested in working during breaks should let the staff know as far in advance as possible.

8. Food and Drink Policies: Food invites pests that can damage artwork, which is why we have strict policies around eating and drinking at the museum. That said, we also want our employees to be comfortable and happy. In the hopes of balancing those concerns, policies around eating and drinking in the museum are as follows:

- a. Food and drink are not allowed in the Dietrich exhibition gallery, Object Study Gallery, seminar rooms, workshop, Materials Preservation Laboratory, or basement, under any circumstances.
- b. Student employees are allowed to eat cold snacks in the lounge while working. We want you to be able to eat, while also minimizing the risk of spills. Please avoid soups, hot food with sauces, or anything that could cause a damaging stain.
- c. Covered beverages are allowed at the Greeter Desk, but food is not. Please keep all beverages on the main surface of the desk, not the upper counter where it can be seen by someone entering the building. If you need to take a snack break during your Greeter Desk shift, you are permitted to eat in the kitchen for 5–10 minutes. Please tell a safety officer before you leave the desk so that they can cover for you.

- d. Food-related garbage should be thrown out in the kitchen, no matter where you eat it. Do not use the trash cans in the lounge for food. Please help us consolidate food waste in one area to make sure that it is taken out of the building daily. The one exception to this is that you may throw out beverage garbage (i.e. coffee cups) in the Greeter Desk trash.
- e. Covered beverages are allowed in the Overlook classroom, but food is not. This applies whether you are there for work or for class. If you have a class in that space and your professor has questions about this, feel free to share this information with them, tell one of us, or direct them to a museum staff member.
- f. The coffee maker in the kitchen is available for your use when you are working. Please do not use the coffee maker when you are not on a shift.

9. Drug & Alcohol Policy

- a. The museum follows the drug and alcohol policies as outlined in the Hamilton Student Handbook. Consumption of alcohol (regardless of age) while working is strictly prohibited. Use of illegal drugs while working or on museum property is also strictly prohibited.
- b. Failure to comply with the drug and alcohol policy will result in immediate dismissal.

Grievances and Disciplinary Action

- 1. Museum staff members are willing to listen to suggestions or concerns about working conditions or procedures. Please direct questions and concerns to the Docent Program Supervisor.
- 2. In the event of an unavoidable, last-minute absence, please notify your supervisor at 315-859-4719 and leave a message if no one answers. If there are recurring problems, staff will work with docents to resolve them through rescheduling.
- 3. Failure to follow these guidelines will result in the following: **A written OR verbal warning will follow a single incident of negligent or improper conduct on the job. Two written or verbal warnings constitute probation and will result in a one-on-one meeting with the docent supervisor. A third incident calls for dismissal.** The Director may recommend immediate termination for serious infractions. Some infractions resulting in immediate dismissal are:
 - a. Failure to provide coverage for a scheduled shift
 - b. Accumulated warnings
 - c. A single incident of inappropriate or offensive behavior while on duty
 - d. Jeopardizing the safety or security of an art object
 - e. Refusal to perform the duties of this job

Positions

The Wellin Museum offers three paid student positions: Wellin Greeter Desk, Tour Docent, and Student Assistant. Recruitment and hiring for all positions are competitive. Docents who move into a student assistant position are still able to lead tours and work at the Greeter Desk. Student Assistants who have not trained as docents, but are interested in docent work, should contact the docent program supervisor regarding training.

Greeters who are interested in becoming docents must participate in training. After completing the required training and leading two practice tours, students have the opportunity to become a Tour Docent. The training process usually takes one or two semesters depending on scheduling. Tour Docents assist with programming and lead tours.

Depending on project availability, students may apply for a Student Assistants position in education, collections, technical design (Sketch-Up), and exhibition research. The Student Assistant role is a leadership position in which students work closely with staff on projects to support program development and foster innovation.

See the appendix at the end of this booklet for extended job descriptions.

Supervisors

Marjorie Johnson, Museum Educator and Docent Program Supervisor x4719

Chris Harrison, Building Manager and Preparator x4728

Liz Shannon, Collection Curator x3006

Amy Sylvester, Assistant Director x4396

II. MUSEUM STRUCTURE

Governing Authority

The Ruth and Elmer Wellin Museum of Art operates as a department within the Division of Faculty of Hamilton College. As such, the museum adheres to all campus-wide policies and procedures mandated by the College.

Advisory Committee

In 2015 the museum formed an Advisory Committee to help guide museum leadership and advocate museum needs to College Leadership and larger Hamilton Community. The members of this committee are:

Theodore (Teddy) Altman '15
Peter Fischer
Linda Johnson
Kevin Kennedy
Michael Shapiro
Wendy Wellin
Willie E. Williams

Museum Staff Listing

Tracy L. Adler, *Johnson-Pote Director*
Chris Harrison, *Building Manager and Museum Preparator*
Alexander Jarman, *Assistant Curator of Exhibitions and Academic Outreach*
Mike Jeffery, *Safety Manager*
Marjorie Johnson, *Museum Educator and Docent Program Supervisor*
[Open Position], *Assistant Registrar*
Dick Morgan, *Museum Porter*
Shania Aponte, *Office Assistant*
Liz Shannon, *Collections Curator*
Amy Sylvester, *Assistant Director*

Andi Harris, *Digital Marketing Specialist*
Mike Kealy, *Lead Safety Officer*

Physical Spaces & Access Control

Listed below is a breakdown of museum spaces and their accessibility.

1. Public Spaces can be freely accessed by members of the general public during open hours. Public spaces include:
 - a. Archive Hall
 - b. Dietrich Exhibition Gallery
 - c. Object Study Gallery (OSG)
 - d. Lounge
 - e. Selch Terrace

2. Spaces available by appointment are open to the public on a case-by-case basis and require a prearranged appointment. These areas can only be accessed with the accompaniment of a full-time museum staff member or authorized student docent. Access to these spaces is controlled via key cards.
 - a. Overlook Classroom
 - b. Seminar Rooms A & B
 - c. Visible Art Storage

3. Private spaces are not open to the public at any time and should only be accessed by authorized museum staff. Access controlled via key cards and security codes.
 - a. Basement (Art Storage and Technical Rooms)
 - b. Loading Dock
 - c. Material Preservation Lab (MPL)
 - d. Staff Kitchen & Bathroom (upstairs)
 - e. Woodshop

III. GENERAL POLICIES AND INFORMATION

Museum/Facility

1. Parking
 - a. Free parking is available for all visitors. Reserved parking spots are available directly in front of the museum and should only be used by museum guests. Please alert a Safety Officer with any questions regarding parking.
2. Sales and Solicitation
 - a. The only items for sale at the museum are exhibition publications. These are sold online and in-person at the Greeter Desk via paypal. Please contact Amy Sylvester with any questions regarding PayPal and sales. The museum does not permit the sale of any other items for personal or professional gain.
3. Sexual Harassment
 - a. Sexual harassment of any sort is not tolerated. The Wellin Museum adheres to all Hamilton College policies and procedures regarding Title IX.
4. Safety
 - a. Please contact the nearest Safety Officer and/or Staff Member for any and all accidents, emergencies, or access issues.
 - i. Accidents: In the instance of an accident resulting in personal injury of personnel or visitors, alert a Safety Officer immediately. They will be able to assist the injured party to obtain the necessary medical treatment and complete the appropriate paperwork to document the accident in accordance with museum policy.
 - ii. Emergencies: The Wellin Museum handles emergencies in accordance with the policies and procedures laid out by Hamilton College. Should there be a serious emergency (active shooter, bomb threat, medical emergency, etc.) hit the panic button located on the Greeter Desk and alert the nearest Safety Officer and/or Museum Staff Member. Follow their instructions to get yourself into a secured location. If no staff or Safety Officer is readily available it is important to move into a secured location as quickly as possible. Both bathrooms downstairs lock from the inside and are authorized shelter in place locations.

Visitors

1. Complaint Policy

If a visitor shares a complaint with you please direct them to the nearest staff member. If there is no one available, please write down the complaint and email it to the docent program supervisor. If the visitor would like to report the complaint themselves, direct them to the general museum email: wellin@hamilton.edu.

2. Lost and Found

The Wellin Museum does not maintain lost and found storage. Items left behind by visitors should be brought to the security office where they will be kept for twenty-four hours before being turned over to Campus Safety.

3. Mailing List

Visitors are welcome to sign up for our mailing list by providing their name and an email address or physical mailing address. You can direct them to the "Opt-in" section of our website (located under the "About" tab: <https://www.hamilton.edu/wellin/optin/newsletter>) to sign up themselves or take down their information and enter it into the online form manually.

IV. Appendix

Greeter Desk Sample Script

Hello, welcome to the Wellin Museum.

Choose from the following:

Have you ever visited us before?

Can I help direct you today?

How are you doing today?

Follow up with:

Would you be interested in our visitor's guide? It details all the public and private areas of the museum, as well as features elements from our permanent collection and exhibitions.

Let me know if you have any questions. Enjoy!

Gallery Docent Monitor Sample Conversation Starters

Choose from the following:

Hello! Welcome to the gallery. Feel free to explore the space, and if you have any questions, I'll be here!

Hey, my name is [name], welcome to the gallery! You're free to look around on your own, but if you have any questions or want to discuss the pieces, feel free to ask me.

Hello, my name is [name]! Feel free to look around the gallery, and I'll be here if you need anything.

Hello! My name is [name]! You're welcome to look around the space on your own, and if you have any questions, I'll be around.

Position Descriptions

Wellin Museum Docent

Description:

The Wellin Museum of Art is seeking motivated students from the class of 2026 work as tour docents. Tour Docents are the Wellin Museum's ambassadors to the Hamilton College community, K-12 students and teachers, and the general public. Docents are expected to speak publicly about art in a professional and engaging way and to help facilitate virtual and on-site museum programming.

Docents are responsible for learning about the Wellin Museum's collections and exhibitions in order to create engaging, interpretive tours, gallery talks, and digital learning resources. Training will be provided on the Wellin collection and exhibitions, as well as museum practices, art interpretation, and museum education. Conversations with exhibiting artists and behind-the-scenes talks with Wellin curators are a cornerstone of docent training. In fall 2022, docent training will include researching the Wellin's current exhibition and developing a practice tour.

Applicants should possess an enthusiasm for working with a broad range of audiences, including Hamilton College students and faculty, young children, and the general public. Docents are expected to be punctual, organized, responsible, and willing to work with peers to co-lead tours and carry out group projects.

This position requires occasional standing for 1-2 hours at a time.

Greeter Duties:

Docents also work regular shifts as greeters at the front desk and in the Dietrich Exhibition Gallery. Greeters welcome and engage with all visitors and offer information on the collection, the current exhibition(s) on view, wayfinding information (such as which areas of the museum are open to the public), and general museum information such as museum rules and hours.

Greeters track visitor attendance via the museum's attendance database. They also monitor and restock the Greeter Desk and gallery resources (brochures, postcards, and exhibition catalogues) as needed. Training is provided on museum resources, attendance tracking, exhibitions, and appropriate visitor engagement.

Note: The Wellin Museum of Art welcomes members of the public who are fully vaccinated for COVID-19. In accordance with Hamilton College's policy, unvaccinated visitors, including children, are not permitted at this time. Thank you for your consideration.

Work Schedule:

Docents work 4–6 hours per week. They have regularly scheduled weekly hours for group projects, Greeter Desk shifts, and meetings, and variable hours for programs and tours. K-12 workshops, Hamilton class visits, and community tours are typically scheduled two weeks in advance.

Typical Hours of Operation*

Monday–Friday, 9:00 a.m.– 5:00 p.m.

Saturdays, 11:00 a.m. – 5:00 p.m.

**Special events and programming may create shifts outside of these hours*

Training:

Training is mandatory and all training hours are paid. In addition to attending training sessions, new docents will be required to complete a selection of short readings related to the history of the Wellin Museum and museum teaching.

Requirements:

Art museum or art-related experience is not required. Please review the list of requirements and qualifications below.

- Current Hamilton College student
- Demonstrated interest in visual art
- Enthusiasm for working with members of the public, including children
- Curiosity about museums and willingness to learn
- Flexible schedule, with availability on at least two different days of the week
- Available for mandatory training

Desired qualifications:

- Strong public speaking and oral communication skills
- Interest in teaching groups about art
- Interest in pursuing a career in the arts, museums, or education

Interview and Hiring Process:

Qualified students will be invited to an interview to give the museum an opportunity to learn more about them, and for them to learn more about the position. Interviews will be conducted by current docents and/or museum staff. During the interview, candidates will be able to ask questions about the position and see a brief example of a docent-led talk.

After the first interview, we'll be holding a group interview for finalists, to give us a sense of their communication style. Applicants who are invited for a second interview will be asked to talk for 1–2 minutes about a work of art in the museum's collection that is currently on view. To help them prepare, each candidate will be assigned a work of art in advance and given some background information. While hired candidates will receive training before giving tours publicly, these

presentations will be used to evaluate their enthusiasm, communication skills, and engagement with the audience.

The education department is planning to hire four new docents at this time. All candidates will be contacted at the end of the hiring process, whether or not they have been selected. Those who aren't selected are encouraged to apply again in the future. The next opportunity to apply will be in January 2023.

Pay Rate:

\$14.00 per hour

4–6 hours per week

Biweekly pay period

Apply:

To apply, submit your cover letter and up-to-date resume listing your most relevant experiences through Handshake. Applications submitted outside of Handshake (i.e. via email) will not be considered.

Supervisor:

Marjorie Johnson, Museum Educator and Docent Program Supervisor, Wellin Museum of Art

Student Assistant

Students employed in the Student Assistant role will work within specific departments at the Wellin Museum to perform specialized tasks and projects. This position gives students an opportunity to see the inner workings of a museum, explore various museum departments, and gain direct experience in developing career-oriented skills.

Duties:

Duties vary by department and availability of projects.

Desired Qualifications:

- Be able to work alongside Wellin Museum staff to complete appointed tasks and projects within the timelines set
- Have an interest in pursuing work in the fields of museum work, education, design, research, curation, or public relations
- Bring creativity and enthusiasm to the appointed tasks or projects
- Be punctual, responsible, and professional
- Have superior research and writing skills

Schedule:

Student assistants are expected to work 6–10 hours per week. Shifts will be determined in advance by their department supervisor with input from the student.

Pay Rate:

\$14.80 per hour

Review:

Students will be expected to complete periodic reflections and self-assessments. This information will help inform supervisory assessments.

Supervisor: Wellin staff by department.

Information about Student Wages

Wellin Student Employee Wages are determined by the Hamilton College Student Employment Office and are consistent with student jobs across campus. Wage guidelines are indicated below:

Student Wages effective 5/30/2022:

\$13.20: Positions that require an individual to be dependable and attentive (i.e., checking IDs, serving as a receptionist or building attendant); and positions that require some skill with training normally provided by department and specific attention to detail (i.e., filing, answering telephones, providing service to others)

\$14.00: Positions that require the ability to clearly communicate specific academic or technical knowledge and understanding to others (i.e., in a teaching or tutoring capacity) or administrative or professional skills to perform independently in areas such as making follow-up calls, compiling data, research, and copy editing, etc.

\$14.80: Positions that require advanced academic or technical knowledge and understanding of processes to the extent needed to assess and critically evaluate others' work and/or the supervision and training of others.

Instructions to Export your WhenToWork schedule to Google Calendar

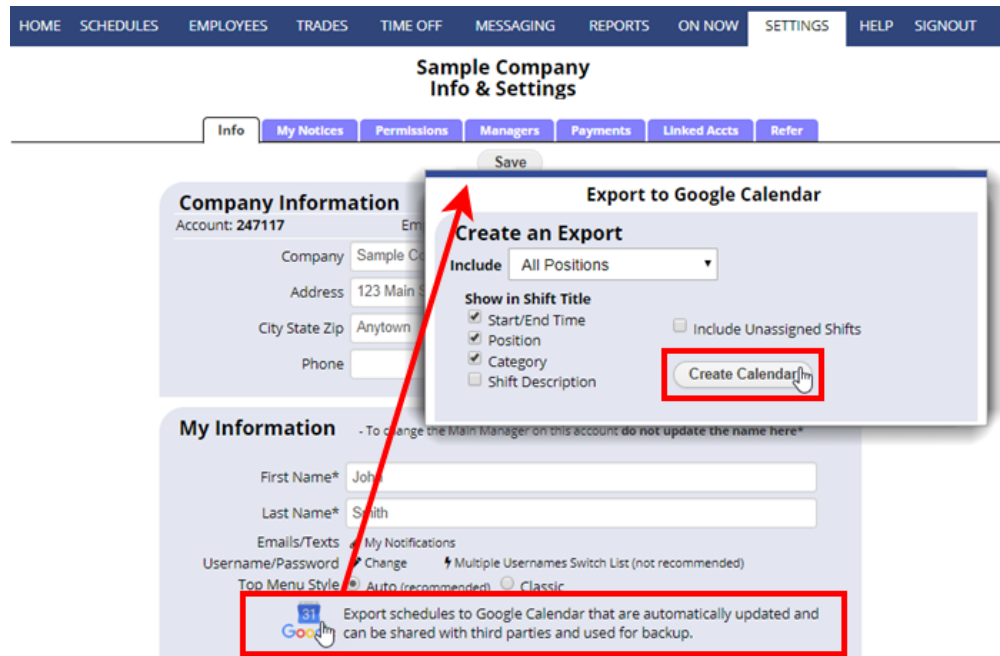
If you use Google calendar, you can export your schedule from WhenToWork to your calendar. This is *highly recommended* and will enable you to see your complete schedule in one place.

Steps:

1. Sign into your WhenToWork account.
2. In the top menu of WhenToWork, choose: SETTINGS>Info
3. Click the Connect or Remove Google Calendar icon:



4. Choose "All Positions."
5. Check the boxes for the information you want to display in the shift title (*see example of Google shift title inset, below), which Positions to include, and whether to include unassigned shifts in that calendar.
6. Click the Create Calendar button.
7. In your Google Accounts window, click the Grant Access button (this may not be required).



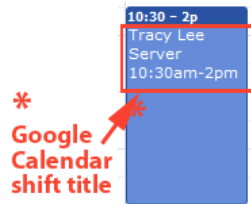
The screenshot shows the 'Sample Company Info & Settings' page. The top navigation bar includes: HOME, SCHEDULES, EMPLOYEES, TRADES, TIME OFF, MESSAGING, REPORTS, ON NOW, SETTINGS, HELP, SIGNOUT. The 'Info' tab is selected. Below the navigation bar are tabs for: Info, My Notices, Permissions, Managers, Payments, Linked Accts, Refer. A 'Save' button is visible. The 'Company Information' section includes: Account: 247117, Company: Sample C, Address: 123 Main, City State Zip: Anytown, Phone. The 'My Information' section includes: First Name*: John, Last Name*: Smith, Emails/Texts, My Notifications, Username/Password, Change, Multiple Usernames Switch List (not recommended), Top Menu Style: Auto (recommended), Classic. A red box highlights the Google logo and the text: 'Export schedules to Google Calendar that are automatically updated and can be shared with third parties and used for backup.' A red arrow points from this box to the 'Export to Google Calendar' dialog box. The dialog box has a 'Save' button at the top. It contains: 'Create an Export', 'Include: All Positions', 'Show in Shift Title' with checkboxes for Start/End Time, Position, Category, Shift Description, and 'Include Unassigned Shifts'. A red box highlights the 'Create Calendar' button.

When you sign into your Google Calendar account, you will see your new WhenToWork calendar(s) listed on the left under "My Calendars". **It can take up to one hour for the actual shifts to appear.**

The calendar will only include shifts for "Published" weeks starting four weeks before the date you created the calendar and will be updated when any changes are made in your WhenToWork account. When viewing your Google calendar, reload the page to see any updated shifts (updated shifts can take

anywhere from five to twenty minutes to change in Google). Shifts include the time, date, assigned employee, and any shift description.

Important: This is a one-way EXPORT only. Changing shift information in Google Calendar DOES NOT affect your WhenToWork shifts in any way. You must use the trade board and/or email the Docent Program Supervisor if you need to change a shift.



Source: <https://when2work.com/help/mgr/h-sub-printouts/h-google/>

Certification

By signing below I am indicating that I have read and understand the Wellin Museum of Art Student Employee Manual.

Signature and Date

Printed Name