

CEEEO Rules

Abuse of these rules may lead to loss of the privileges or job

Contact Information:

Elsa Head	elsa.head@gmail.com
Magee Giarrosso	magee221@gmail.com

Logging Hours

- You may not log (work) any more than 10 hours a week
- Must log your hours every week
- If you forget, you must email Magee by the following Monday.

Computers

- For STOMP projects only! You should not be using CEEEO computers for anything other than STOMP. The CEEEO is not an on-campus computer lab.
- No installing programs or downloading information without permission
- Magee has the key to the laptop cart if you would like to check one out.
- If you plan on taking computers out of the CEEEO, you must email Magee or Elsa ahead of time.
- Check with Magee before using the computers in the workshop room.

Printing & Copying

- The same rules about computer use go for printing and copying. You are not allowed to print or copy anything at the CEEEO that is unrelated to your STOMP work.

Food

- If food is lying out do not eat unless you are verbally told that it is okay.
- Clean up after yourself, please ☺.

Noise

- All cell calls must be taken outside.
- Keep conversation to a minimum, especially outside of Workstation room (graduate students are working)
- Undergrads should try to stay in the undergrad area to avoid disturbing the CEEEO employees.

Undergrad Area Use

- -All projects that are stored in the undergrad area must be labeled with the STOMPers name
- -Projects will be thrown out at the end of each semester.

Workshop and Conference Room Usage

- If you would like to use these rooms you must talk with Magee ahead of time about reserving either room.
- You must clean up after yourself. Do not leave projects over night.

CEEEO General Info

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Using the STOMP car

- You must take a drivers test and fill out driving forms every year. Set up an appointment with Elsa to do this.
- To reserve the STOMP car, you must email either Magee or Elsa.
- You must check the car out at the front desk before taking it.

How to Get Hired

- To be hired, you must first fill out a full application and attend the STOMP general interest meeting.
- The STOMP manager or coordinator will contact you before the first official STOMP meeting to inform you if you have been awarded a position
- Being awarded a position guarantees you a position for 1 year (2 semesters). Having a position a previous year does not guarantee you a position in any of the subsequent years you are at Tufts.
- Magee has all the forms you will need to get paid. These forms must be filled out within a week of the first STOMP meeting (after the GI meeting)

Connecting to the Server

- STOMPers can use the CEEEO shared drive called EEOP to save STOMP projects.
- Access to this shared drive can only be obtained via computers at the CEEEO. All CEEEO computers should have the shared drive established.
- Login using the CEEEO login: ceeostud2; password: cee0prek!

Reimbursements

- Check for the supplies you need in the Supply Closet first.
- Projects must be approved by Elsa or Adam before you purchase materials
- Must turn in itemized receipts and a written description of what the project is for to Magee at the front desk.
- You will not be reimbursed for tax, see Magee beforehand for tax reimbursement card.

Login to website and to log hours

- You will be given usernames and login passwords at the beginning of the semester. Contact Magee or Elsa if you do not receive these.

Kit Checkout and Return

- Speak to Magee at the front desk about checking out kits.
- You must also check in your kits when you are done using them.