

POLICIES AFFECTING EXTRA-HELP STAFF WORKING AT THE UNIVERSITY LIBRARIES

The University Libraries welcome you to its staff. To provide efficient service, the Libraries have developed general policies for its employees to follow. The Libraries' Policies Affecting Extra-Help Staff are described below. Your supervisor will: a) outline your work assignments; b) go through the policies stated below; and c) inform you of any additional departmental policies that apply to you.

TIMECLOCK You will be trained on the time-keeping system on your first day of work. You are required to review on a regular basis your hours worked and to notate any problems on the edit sheet. It will be your responsibility to use the system accurately and to immediately report any problems to your supervisor. Also, each department has a departmental sign in/out sheet. You are required to utilize this sheet as well, or you may not get paid for the correct amount. Misuse and/or abuse of the time-keeping system, the edit sheet, or the sign-in sheet will not be tolerated and may result in your termination. **REMINDER:** Giving your password to ANY individual is strictly against the *Library Code of Computing Ethics* and may result in your **immediate termination**.

PAY Most employees start at \$9.50 per hour. It is highly recommended that you use the direct deposit format. This method allows your check to be automatically deposited into your checking (or savings) account(s) on payday. See the Library Human Resources Manager in room 213A for more information on this procedure. Otherwise, your paycheck will be mailed to you on payday. Paydays are on the 10th and 25th of each month.

WORK SCHEDULE Work schedules are arranged between you and your supervisor according to: a) the library's needs; and b) your class schedule and other commitments.

Your work schedule must be adhered to by arriving on time and working full shifts. If you are going to be absent or late, notify your supervisor as soon as possible before your shift begins. The minimum requirement for notification is within twenty (20) minutes after the start of your shift. Please note that your department may require earlier notification. A tardy of twenty (20) minutes or more is considered an unexcused absence if you have not notified your supervisor. If you have so many absences or tardies--reported or not--that they create a problem in your work area, you may be placed on probation or terminated.

Leaving the building or socializing while you are clocked in to work is not acceptable. If you run out of things to do, you should ask your immediate supervisor for another job assignment.

We offer a 15-minute break for every four (4) consecutive hours of work. You do not need to clock out for these breaks. Breaks must be scheduled with your supervisor, and they cannot be combined or taken at the beginning or end of your shift. Also, you cannot accumulate break time. **If you work a 7-hour shift, you are required to take a 30-minute lunch or dinner break.** You will need to clock out for this meal period and clock back in when you return to work.

YOU ARE REQUIRED TO WORK DURING FINALS. Your supervisor will determine the minimum number of hours you must work and will schedule your hours to avoid conflicting with your final exams.

DRESS CODE While there is no strict dress code in the Libraries as a whole, we still expect our employees to dress neatly and not in an offensive nature and to practice personal hygiene. Your supervisor has the obligation to bring any problems in these areas to your attention. Speak with your supervisor to find out if your department has a dress code.

Use of scented products is against library policies.

Headsets: Speak with your supervisor to find out if/when wearing headsets is allowed.

USE OF LIBRARY EQUIPMENT You will be expected to treat all library equipment (e.g., furniture, copiers, computers, etc.) with care and to report any malfunction immediately. Unauthorized use of library equipment is prohibited.

Personal use of your department's phone at the desk is not allowed. Any calls made by you using a personal cell phone or an inner office phone should be limited to no more than 5 minutes.

EVALUATION Your supervisor will evaluate your work performance each semester or when it is deemed appropriate. Evaluations become a part of your permanent record and are often used to provide references for you. You may see your file any time during office hours.

TERMINATION If you decide to end your employment, we request that you give your supervisor two (2) weeks' notice and submit a resignation letter.

An employee who does not follow library or departmental policies or whose work is unsatisfactory can expect a verbal and/or written warning. If the problem persists, the employee may be placed on probation or dismissed. **Immediate dismissal without written warning or probation is permitted in cases of severe misconduct, unethical behavior, or behavior which seriously disrupts the functioning of the Library.** Such cases include, but are not restricted to, an employee having more than two (2) absences without proper notification, falsifying a record (e.g., time-keeping system, edit sheet, sign-in sheet), willfully damaging library property, and stealing.

I HAVE READ AND UNDERSTAND THE LIBRARIES' POLICIES AFFECTING EXTRA-HELP STAFF.

Employee's Printed Name _____

Employee's Signature _____

Date _____