



UNC CHARLOTTE

**J. MURREY ATKINS LIBRARY**



**STUDENT EMPLOYEE**

**INFORMATION BOOKLET**

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## INTRODUCTION

As a student employee you are an essential part of the library staff, and the work performed by you is vital to the successful operation of the library. The quality of this work, no matter how routine, greatly affects the overall quality of the library's services. Working in the library will also give you the advantage of becoming better acquainted with the library and its resources.

Since you will be recognized as a member of the library staff you will often be asked questions by library patrons. If you know the answer, respond to questions in a courteous manner. If you don't know the answer, please refer the patron to a staff member.

Attached are guidelines and procedures that you will be required to follow. Please read this booklet carefully and become familiar with its contents. Please do not hesitate to ask questions about your job, unit operations, and the library in general.

## WORK SCHEDULE

1. You must meet with your supervisor and establish a work schedule at the beginning of each semester.
  - a. Any changes in your schedule must be cleared in advance with your supervisor.
  - b. Your schedule will be tentative for the first month of each semester. Use this time to make needed adjustments to your schedule with your supervisor. After one month the schedule is final. Exceptions will be considered on a case-by-case basis.
2. You will need to notify your supervisor if you are going to be more than 15 minutes late. You may leave a message only if you can't reach your supervisor directly.
3. You will need to notify your supervisor when you need to be absent, or if you wish to alter your schedule temporarily. Although absences due to illness and other circumstances can't be foreseen, these should be kept to a minimum. Hours missed should be rescheduled when possible. Procedures for excused absences will be established by your supervisor.
4. Hours worked in addition to your established work schedule are allowed only with the supervisor's approval.

## WORK ASSIGNMENTS

1. Your work assignments will be made by your supervisor. If your supervisor is not in the area or is absent you should consult with other staff in your section who may have instructions.
2. If you run out of work, you are expected to inform your supervisor immediately for more work assignments.

## TIME CARDS

1. At the beginning of each new pay period (the 1<sup>st</sup> of a month or your 1<sup>st</sup> day of employment), you will receive a new time clock punch card from your supervisor.
2. Your supervisor will show you the location of the student time clock on the ground floor and will also give you the code to get into that area. You will be given a time clock punch card at the beginning of each month. You are expected to report to work at the scheduled time and "clock in" at the beginning of your work shift and "clock out" at the end of your shift.
3. After you "clock out" from your last work shift on the last working day of the month, you should give your time clock punch card to your supervisor. It is your responsibility to see that your supervisor has time clock punch card on the last workday of the month. Your supervisor will give you a monthly timesheet for you to complete (see attachment). Your supervisor will transfer the total hours from the time clock punch card to your completed student timesheet. **Please make sure you sign your timesheet. Failure to sign your timesheet will result in a delay in your paycheck.**
4. Any corrections made to your time clock punch cards or your student timesheet must be initialed by your supervisor.
5. Falsifying time worked on your time clock punch card or student timesheet is a serious matter and will result in immediate dismissal.
6. Time taken for breaks is not recorded on time clock punch cards or student timesheets.

## PAYDAY

1. Student Employees are paid on the 15<sup>th</sup> of each month. If the 15<sup>th</sup> falls on a weekend or a holiday, student pay day will be on the last working day prior to the weekend or holiday (example: August 15<sup>th</sup> is on a Sunday so student payday would be on Friday, August 13<sup>th</sup>).
2. On payday, paychecks will be available for pick up from 10:00 A.M. through 4:00 P.M. If you are unable to pick up your paycheck on pay day, your pay check will be available Monday - Friday from 8:30 A. M. through 1:30 P.M. **You must provide a photo ID in order to pick up your paycheck.** Please make every effort to pick up your paycheck on pay day. **\*\* Paychecks will be returned to Payroll 5 business days after pay day. Returned Paychecks must be picked up from Financial Services - 3<sup>rd</sup> floor Reese Building.**
3. If you are not going to be here on a particular payday (i.e. out on winter break, spring break, etc.) and would like your paycheck mailed to you, you must give a self addressed, stamped envelope to Mary Casey.
4. Direct deposit is now available for students. Please see Mary Casey to request a form.
5. NOTE: It is very important that you be sure to sign your timesheet. Failure to sign your timesheet will result in a delay in your being paid.

## BEHAVIOR ON THE JOB

1. Personal visits, or studying with friends during scheduled work hours is not allowed.
2. Consult with your supervisor concerning the use of radios/walkmans and cell phones during working hours.
3. You are expected to dress in an appropriate manner for the work environment. Consult your supervisor when in doubt. If you arrive for work in inappropriate dress, you will not be allowed to work.
4. Personal phone calls received during scheduled work hours should be kept to a minimum and should be for information purposes rather than conversation. Personal phone calls made from the library are allowed only with permission from your supervisor, unless they are from a public phone or cell phone during break or meal time. Long distance and directory assistance calls are prohibited on any library phone. Be aware that use of cell phones is restricted to certain areas in the library.

## BREAKS AND MEAL PERIODS

1. Breaks are permitted at the discretion of each supervisor. As a general rule, a break of 15 minutes may be given for each three to four hour segment of time. This time is not deducted from your overall hours.
  - a. Breaks cannot be used as make-up time for being late nor can they be used to leave early.
  - b. You must notify your supervisor before going on a break and when you return.
2. Meal periods from 30 minutes to an hour can be arranged with your supervisor. Meal periods are not counted as hours worked or paid time. You would need to "clock out" when you leave for lunch and "clock in" when you return.
3. Consult your supervisor concerning the Food and Drink policy to be followed in your area.
4. You are welcome to use the library's Staff Lounge for breaks, meal periods and immediately before and after work periods. The lounge is self service, so if any dishes, utensils etc. are used, they should be washed and returned to their proper place. Lounge facilities are not available for friends to use.
5. Any food and/or drink brought into the library for breaks or meals should be carried in a bag, tote, etc.

## CONFIDENTIALITY OF INFORMATION

If you work in an area that contains sensitive or confidential information, your supervisor will caution you about confidential requirements.

## PERFORMANCE EVALUATIONS

1. There will be a one-month probationary period for all new student employees. If your work is found to be unsuitable or below average, your status will be determined as follows:
  - Temporary Wage student employees with a below average performance will be terminated.
  - College Work Study student employees with below average performance will be transferred to another unit on campus with the help of the Financial Aid Office

2. All student employees will be evaluated on a regular basis, either annually or at the end of each semester. Frequency of evaluation will be based on your work performance, and length of service.
3. All evaluations are based on the quality and quantity of work performed. It is important that you perform the tasks assigned you to the best of your ability to ensure a good evaluation and a possible wage increase.
4. The following categories are among those considered in performance evaluation:
  - Accuracy and knowledge of work
  - Quality and quantity of work
  - Relationship with others (attitudes)
  - Reliability (punctuality)
  - Initiative
  - Application of time
  - Supervision required

#### **OTHER REQUIREMENTS**

1. While you are at work your supervisor may require you to wear an ID tag that identifies you as a Library Student Employee. It is important for security purposes that you wear the ID tag because you may be sent on errands to different departments or areas on campus and they will need to know that you work for the library.
2. If your supervisor requires you to wear an ID tag, you should pick it up from your supervisor after "clocking in" and return it before "clocking out".