Law School Library Circulation

Student Employee

Manual

Information about...

- Student Employment Eligibility
- Pay
- Conditions of Employment
- Demeanor

Summer 2006

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Student Employment Eligibility

Who is eligible to work in the Law School Library?

Students who are currently enrolled full-time and attending classes are eligible to work in the Law School Library. Students who are on a Leave of Absence, failed to re-enroll, graduated, or have otherwise not enrolled are not eligible for student employment.

The only employment opportunities offered to students is typically part-time or temporary employment. Students are able to work up to 40 hours per week. Typically a student will only want to work up to 20 hours per week in the Fall and Spring semesters and will only be interested in working longer hours during the Summer.

Students are eligible for Summer employment if they are enrolled for the current Spring and the following Fall semesters, even if they are not enrolled for the summer semester. During the Summer, students who have been accepted to Texas Tech but who have not yet started class may be considered for employment.

First year law students are highly encouraged to not work during their first year in Law School. Because of this, the Law School Library will not hire first year law students as employees.

The Law School Library will hire second and third year law students and occasionally may hire undergraduate students.

How do you find a job in the Law School Library?

Towards the end of the Spring semester, usually in April, the Law School Library Staff will post an announcement for job openings for the Summer semester and the following Fall semester.

Students who are interested in applying for job openings need to submit either (or both) a job application or resume and submit it/them to the staff at the Circulation Desk.

If there are openings at other times then the Law School Library will advertise these jobs as necessary.

What do I do once I have accepted a job offer?

Once you have accepted a job offer, you will need to fill out some paperwork so that you can be entered into the payroll system. The hiring supervisor will guide you through this process so that all the necessary paperwork will be completed in a timely manner. However, you can anticipate filling out certain forms including:

I-9 form (Immigration Form) This form certifies that you are legally able to work in the United States.

W-4 form (Employee's Withholding Certificate) This is a tax withholding form that must be completed so that the proper amount of income tax is deducted from your pay.

You will need to make sure that you have your Social Security card and a state issued Driver's License or Identification Card. We need to make copies of these documents to complete your employment paperwork.

Student employee pay information

How often do I get paid?

Students are paid every two weeks. This means that it's important to keep your timesheets current. Every time you come to work fill out the time on your timesheet.

Also, remember to sign your timesheet at the beginning of the pay period. Timesheets that are not signed by the student will **NOT** be processed. You will still be paid for that work, but the time will be added to your next paycheck.

Your supervisor will also sign your timesheet but they can't sign for you or fill in any times that you worked during the pay period.

On your timesheet, your working time needs to be recorded in increments of 15 minutes (0, 15, 30, 45 minutes).

Falsifying the time you have worked will result in disciplinary action and can be grounds for immediate termination.

How many hours can I work?

Student employees are limited to working a maximum of 20 hours per week during the school year. There are also occasional opportunities for students to work extra hours beyond their normal schedule as long as they don't exceed the 20 hour per week limit.

Since work should not interfere with your studies, the Law School Library is flexible about how many hours you are scheduled to work. We can arrange a permanent schedule of any number of hours between 10-20 hours per week.

Can I use Direct Deposit?

Yes. Using Direct Deposit is highly encouraged by Texas Tech University (but not required). If you have a savings or checking account you may have your paycheck directly deposited into that account. You will receive a pay notification slip indicating the amount deposited into the account. This feature eliminates lost checks, and you don't have to make a trip to the bank to deposit or cash your check. All you need is a voided check from your account. Direct Deposit can be provided to out-of-area accounts as well.

Student Conditions of Employment

Schedules

As with any job, employment at the Law School Library requires a commitment of your time. Since work schedules are established on a semester long basis, please make sure you can adhere to the hours you schedule for the entire semester. You will need to utilize your time management skills to plan your class, work, and social schedules.

The minimum block of time you can schedule to work is one hour with the maximum being eight hours (not including an un-paid meal break). Please plan to arrive at work on time (or a few minutes early) so that you are prepared to begin work at the scheduled time.

The period just before final examinations is one of the busiest times in the Law School Library. We realize your studies are important, but your job commitments need to be honored as well. Please work with the Circulation Supervisor ahead of time if you need to re-arrange your work schedule.

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It is your responsibility to let the Circulation Supervisor or Evening Supervisor know as soon as possible if you will be late, if you are ill, or if you must miss work unexpectedly. In an emergency the Circulation Supervisor or Evening Supervisor will make shift coverage arrangements. It is important to let the Circulation Supervisor or Evening Supervisor know when a student employee has made work shift arrangements. EACH STUDENT EMPLOYEE IS RESPONSIBLE FOR MAKING ARRANGEMENTS TO COVER THEIR WORK SHIFT IF ABSENT.

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Absences

Excused absences are those scheduled work times you miss with the Circulation Supervisor's prior approval. Emergency situations (i.e. accidents, sudden illness, death or illness in your family) are also considered excused absences. However, you must notify—or have someone else—notify the Circulation Supervisor of the emergency situation as soon as possible. Absences due to illness will be considered an excused absence, but you may be asked to provide documentation of the illness.

Unexcused absences are missed scheduled work times without prior notification to the Circulation Supervisor. Unexcused absences can result in disciplinary actions, including termination.

Meetings and Information

As a student employee, the Circulation Supervisor may require you to attend meetings. You will be paid at your hourly rate for attending these meetings. Student employees missing meetings without the proper prior notification will receive unexcused absences. Those missing a meeting are responsible for checking with their immediate supervisor to review missed information.

Student Demeanor on the Job

Dress Requirements

Student employees contribute to the image of the Law School Library by arriving at work with a neat and clean appearance. The immediate supervisor and the type of work performed will determine appropriate clothing. Shoes must be worn at all times.

Food & Drinks

Food is not allowed inside the Law School Library, except for bite-sized items that can be consumed inconspicuously. Eating meals on the job is not allowed. Most food will need to be eaten in the Forum or other parts of the Law School where food is allowed.

Drinks are allowed if they are in covered containers or have replaceable lids. Drinks are allowed at your work space.

When consuming food or drinks please be aware that you are at a public work area and consume your items in a discrete manner.

Use of the Telephone

In general, the Law School Library's telephones are for work-related purposes only. Incoming calls should be limited. No personal phone calls should be over 5 minutes long. Personal cell phones should be turned off prior to beginning work. If you need to make a more extensive personal phone call, do so during your break time and use designated phones in the Law School or go outside of the Law School Library.

Visitors and Personal Conversations

Personal and social matters should be taken care of on your own time. Please discourage unnecessary visits from friends or family during working hours. Personal conversations with co-workers should not be allowed to interfere with your ability to perform you work well. If you experience continual disruptions from co-workers please let the Circulation Supervisor know about the situation so that it can be properly handled.

Use of Radios and iPods, Etc.

The use of iPods, radios, CD players, etc. is not permitted at the Circulation Desk. However, if you are shelving or filing looseleaf material in other areas of the Library you may use these items (if you are wearing headphones).

Complaints by library patrons or staff may result in discontinuance of these privileges.

Use of Library Equipment

Law School Library equipment (i.e. fax machines, copiers, computers, etc.) is not intended for personal use. Student workers can only use these items as needed for library work during their scheduled working hours. During breaks students employees may use library equipment as per library policy like other law school students.

Student Personnel Records

Performance Evaluations

Student employment within the Law School Library is an important part of the educational experience. Supervisors often serve as references for students who later seek jobs after graduation, so it can be important to know how your supervisor perceives your work performance.

Student employees will receive a job evaluation at the end of the Spring semester or their last semester of employment, which ever applies to the individual student. Satisfactory job evaluations will be necessary to continue employment with the Law School Library. After being evaluated and receiving a satisfactory job rating students will be eligible to receive a merit raise as per the merit raise schedule.

Students not receiving a satisfactory evaluation will be counseled and placed on an improvement plan for the next semester or, depending on the situation, can be terminated or deemed ineligible for re-hire. Any student not receiving a satisfactory evaluation or on an improvement plan is ineligible for a merit raise.

Re-Employment

Student employees maintaining at least a satisfactory evaluation will be eligible for re-employment with the Law School Library.

Leaving the Job

If you are planning for an internship, study abroad, or student teaching—or planning any other lengthy absence—please inform the Circulation Supervisor of your intentions as soon as possible. This will enable the Circulation Supervisor to fill your vacancy as needed. Also, let the Circulation Supervisor know if you would like to be considered for re-employment when you return.

You need to give at least 2 weeks notice in order to leave your job in good standing. In an emergency situation and with the approval of the Circulation Supervisor, all or part of the two week notice may be waived.

It is important to leave your job in good standing because this is part of your permanent personnel file and can be reported to future employers if they call for a job reference.

Dismissal from the Job

Consistent violation of any of the conditions of employment discussed in this handbook or in the Student Worker Agreement will result in disciplinary actions from verbal warnings up to and including dismissal from the job. (See Student Employee Disciplinary Process section for more information.)

Student Breaks and Time Off

Do I get a break while working?

Federal law does not mandate required break or lunch times in the Fair Labor Law. Texas is a state that also does not have required break or lunch times. The break guideline was determined by looking at the general Texas Tech University policies (including the main library and other departments) and other University policies nation-wide. Our guidelines follow the general practices that other similar institutions follow.

Working 6 hours or less—take a 15 minute paid break.

Working any time over 6 hours (but less than 8 hours)—take a 15 minute paid break and a 30 minute unpaid meal break.

Working 8 hours—take two 15 minute paid breaks (not together) and a 30 minute unpaid meal break.

Students who need (or want) extra time at the meal break can arrange to take an hour unpaid meal break (this needs to be arranged prior to the meal break).

Breaks and meals **can not** be combined.

Breaks and/or meals **can not** be taken at the beginning or end of a work shift.

Breaks **can not** be accrued or used at a later date.

It is not recommended that students work shifts in excess of 8 hours.

Do I get any paid holidays?

Currently student employees are not eligible for paid holidays.

Can I go home between semesters/holiday breaks?

Yes. Students can work with the Circulation Supervisor and arrange to be off between semesters and during holiday breaks.

Do I have to work during finals?

Yes. We do require students to work during finals. We do however realize the extra work finals require and the Circulation Supervisor will work with you to help accommodate your scheduling needs during this time.

Student Employee Disciplinary Process

Student employees are expected to follow the guidelines of the Student Employee Work Agreement and the Student Employee Handbook. If there are incidents where Student Employees are not following these guidelines or manifesting inappropriate behavior, or violation of state or University policies then there are progressive steps of disciplinary action that can be taken.

Steps in the Disciplinary Process

1. First occurrence: verbal warning
2. Second occurrence: written warning
3. Third occurrence: termination

Supervisors will fill out a Student Worker Incident Form to document the occurrence of an action and if necessary document the disciplinary action taken.

Offences that may require disciplinary action

The following are examples of incidents that may result in disciplinary action but are not limited to:

1. Excessive tardiness or unexcused absence from work
2. Absence without a legitimate excuse
3. Sloppy or unclean appearance
4. Carelessness or lack of attention, which results in injury to property or person
5. Inability to provide accurate, up to date information to library patrons
6. Conduct inappropriate for a representative of Texas Tech University
7. Discourtesy and/or inability to work harmoniously with co-workers and patrons
8. Failure to follow the guidelines of the Student Employee Work Agreement
9. Abuse of break and/or meal times
10. Not carrying out duties as assigned
11. Performance below the minimum standards set for the job

Grounds for Immediate Termination

There are some actions that can result in immediate termination. These actions include but are not limited to:

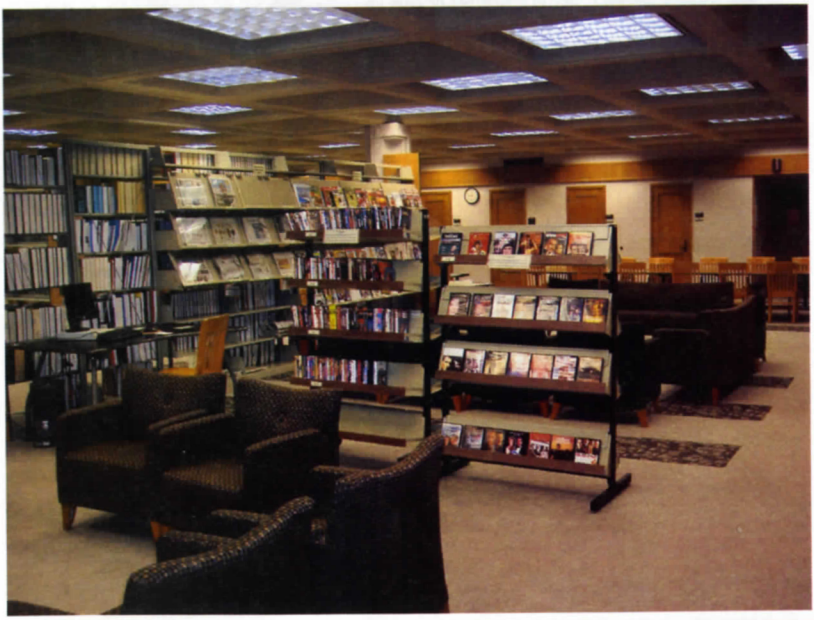
1. Failure or refusal to follow supervisor's instructions (i.e. insubordination)
2. Reporting to work under the influence of alcohol or drugs.
3. Falsifying records, such as deliberately recording time inaccurately
4. Theft of University property or gross negligence resulting in injury to property or person

5. Unauthorized use of library materials, facilities, or equipment
6. Unauthorized removal of library material or equipment
7. Physical violence, obscene language, and hate or sexist language.

Student Employee Grievance Procedure

If a problem can't be solved informally through discussion between a supervisor and a student employee, the problem may be reviewed through the formal grievance procedure.

This grievance procedure is outlined in the Texas Tech University Operating Policies and Procedures (OP) online manual in section OP 70.10: Non-faculty Employee Complaints and Grievance Procedures. The web address for the online Operating Procedures is: www.depts.ttu.edu/opmanual .



Student Employee Work Agreement

I have reviewed my work duties with my supervisor and understand the expectations of my employment. I understand that if I am unable to perform my duties in a consistent and conscientious manner according to below expectations, I can be terminated from my position without notice.

Professionalism:

- I will approach this employment with the same level of responsibility that I would give any job in the community. As such I will:

  *Assume responsibility for prompt, courteous, and knowledgable assistance to our patrons;

  *Since cell phones are not allowed in the library, I will turn my cell phone off while at work. I understand that cell phones may be used only on my breaks outside the library;

  *Not prop my feet up while working at the front desk;

  *Not play games or watch movies (for any reason) while on duty at the front desk;

  *Not use headphones and/or listen to music at the front desk;

  *Socialize appropriately with patrons and co-workers in carrying out my duties (i.e. limit amount of time talking with friends, co-workers, and patrons);

  *Be alert and watch for patrons. I will make every effort to provide an answer or a means to an answer. I will refer any questions I am unable to answer to a full-time staff member or librarian.

  *That friends and classmates are not allowed behind the desk (unless they are using the reserve collection) or in the staff areas

*Treat patrons and co-workers in the work place with respect and courtesy

*Set aside personal problems while on the job

*Ask questions as necessary and/or request assistance from my supervisor

*Maintain the security of confidential information that I may be exposed to in the work environment

*Perform duties assigned by my supervisor in a professional manner

*That the front desk computers are shared machines and as such, I will not change any settings or download any files on it

Work, Changes to Work Schedules, and Reporting Absences:

- I will arrive to work on time
- I will report to my supervisor at the start of work shift, if requested, for assignments
- If I am late for my shift, I will call and let someone know. I realize that my late arrival affects other people's schedules
- If I need time off during interims, reduction of hours during exam periods, or desire a temporary change to my normal work schedule, I will notify my supervisor at least 24 hours ahead of time
- I will promptly phone in and explain any emergency absence or illness to my supervisor or another library staff employee on duty
- I understand that homework ONLY may be done at the front desk only after all other duties are complete

*As a weekend worker, I am responsible for opening and closing the library on time

*At slow desk times, when all shelving is complete, I will shelf read for 30-minute intervals

•I will file (accurately and as quickly as possible) books, periodicals, and other materials

Time Sheet Recording:

•I will record actual and accurate hours worked at the end of each work day shift. I understand that my timesheet needs to be completed and signed before it can be turned in and my paycheck can be issued

•I will record partial hours worked rounded to the nearest quarter (e.g. .00, .25, .50, .75)

•At the end of the time sheet period, I will total my hours and sign my time sheet

•I will also complete an in/out log to reflect time in and time out for each shift

Food, Drink, Breaks, and Meal Periods:

•For each four-hour work period, I am allowed a 15-minute paid break

•If my work shift is over six hours, I am required to take a 1/2 hour meal break

•I will coordinate break and meal periods with my supervisor

•I will keep my drink (in closed containers) out of sight of public view. I understand that food and visible drinks are not allowed at the front desk

What you can expect from us:

•Training (both initial and on-going) which is thorough enough for you do perform job duties

•Communication both when you are doing well and when there is a need to Improve

•Communication about changes in library policy or procedure that affects your job duties

•Willingness to listen and respond whenever you have a questions, concerns, and suggestions

•Accommodate your academic needs when possible.