



Student Employee Handbook



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WELCOME TO THE UCSB LIBRARY

This handbook has been prepared to help you understand what is expected of you as an employee of the UCSB Library.

The policies and guidelines stated here are to be followed by all Library student employees, regardless of where you work in the Library. However, each supervisor will have his or her own set of expectations based on the activities and responsibilities of the particular department. Please be sure you understand and are aware of their expectations as well.

Library Addition and Renovation

Revolutionary advances in information technology are transforming libraries and societies. The redesigned UCSB Library provides critical physical spaces, professional expertise, and information resources to meet the broader goals of the University and of a new generation of scholars.

The four distinct components of the project included:

- A three-story building addition on the north side of the Library to include faculty and student collaboration spaces and Special Research Collections
- A complete renovation and seismic retrofit of the original two story building to house the Arts Collection, plus additional study and gathering spaces
- A newly built Paseo, or grand walkway, which connects all parts of the Library as well as campus
- A seismic retrofit of the eight-story tower and life-safety upgrades throughout

LIBRARY STUDENT EMPLOYMENT

The Library provides part-time employment to approximately 200 UCSB students. Student employees are hired in casual/restricted positions. This Library position, plus any other position held at UCSB, must total less than 20 hours per week (see page 3 for more information). Student employees are required to immediately inform their supervisor if additional UCSB employment is accepted. Incoming student employees must disclose all active positions held on campus. Hiring occurs throughout the year based upon the needs of the Library.

All positions and work hours are subject to change because of fluctuating workloads or budget adjustments. Continued employment into summer or through a subsequent academic year will depend on the amount and kind of work available and your performance on the job. Students who are enrolled for spring quarter, and will be continuing school in the fall, may be eligible to work during the summer if hours are available whether or not they are enrolled for summer school. However, because the Library operates on a reduced schedule during the summer and between quarters, employment is not guaranteed for all students who may be available.

Students are not permitted to work in student positions at UCSB, after having withdrawn from school for any reason. However, students are permitted to work the quarter immediately following graduation.

PAY

Student employees are paid biweekly and their payday is every other Wednesday. You can pick up your paycheck in the Library Administrative Suite, on payday after 11 AM. Your pay information can be viewed at <http://atyourservice.ucop.edu>, where you will click on the “Sign in to my accounts” button and use your Social Security number to sign in (your password for the first time is your birthday in MM/DD/YYYY format). This is also the website where you can view or print out W-2 forms. Check with the Student Human Resources Office if you have any questions regarding your pay.

Shift Differential

A shift differential of \$.37 per hour will be paid should you work four or more consecutive hours after 5 PM during an assigned shift. The differential will also apply to all hours worked during that same day.

Payroll Deductions

Exemption from Medicare and Defined Contribution Plan Deductions Effective April 1, 1995, students employed at UCSB must meet both of the following criteria to maintain their exemption from Medicare and DCP deductions:

- 1) Total work appointments must be 50% or less.

AND

- 2) Must carry at least the following course loads:
 - Undergraduate students: 12 units
 - Graduate students: 8 units
(Graduate students enrolled and approved for advancement to Doctoral candidacy meet the minimum unit requirement.)

Failure to meet either of these criteria will result in the deduction of a Medicare tax and a University's Defined Contribution Plan (DCP), which is the alternative to Social Security taxes. DCP deductions remain in the individual's account until termination of employment of the University system and request for distribution. How the funds are distributed will affect whether the amount will be taxed or not at that time.

Non Resident Alien Tax

The Internal Revenue Service requires that non-resident alien employees have an additional tax per week withheld from their pay.

Pay Increases

All Library positions for student employees have been classified within the University's Student Assistant Series and have been assigned a competitive wage range. All positions within the Library will be evaluated on an annual basis. Depending upon availability of funding from the University, Library

student employees will receive an annual increase based on a satisfactory (or higher) evaluation and the completion of an average of 6 hours worked per week per quarter.

Student employees are eligible for subsequent increases every calendar year, based on their job classification and position within the associated wage range, after receiving a satisfactory (or higher) evaluation and meeting the minimum hourly requirement of approximately 66 hours per quarter. Increases will coincide with the biweekly pay period immediately following the start of the next calendar year. Increases will not be given retroactively, so it is imperative that evaluations are submitted to Library HR prior to quarter end or immediately following the end of the calendar year. Increases for eligible students whose evaluations are submitted after the deadline will be granted on the next biweekly cycle following the submission of the evaluation. Students hired Fall Quarter or later will not be eligible for an increase until the beginning of the next calendar year.

HOURS OF WORK

While enrolled at UCSB it is important to remember that you are a student first. The UCSB Library places emphasis on academic success as a main priority for our student employees.

Students may work a maximum of 19.5 hours per week during the period from the first day of classes through the end of finals week. Hours of work are not guaranteed and are assigned based on operational need and funding. Exceptions to the 19.5 maximum work hours are as follows:

- Students with active Work –Study may work up to 40 hours per week (if willing) until those Work-Study funds are exhausted.
- Students working during Summer Quarter may work up to 40 hours per week, regardless of summer session enrollment.
- Students who have graduated may work until the end of the following quarter for up to 40 hours per week.
- Exceptions in certain instances may be approved by the Library Human Resources Office

Under no circumstances may a student employee work more than 40 hours per week.

Notify the Library Human Resources Office if you are working concurrently in any other campus departments.

Timecard Approval Protocol

Kronos is the official timekeeping system for the University of California Santa Barbara. Employees are responsible for accounting for their hours worked with electronically entered time stamps, either through a time clock or computer. Any discrepancies with hours worked and timecard totals must be resolved with the department supervisor by the end of each week. Employees are responsible for approving their timecard.

Failure to approve your biweekly timecard by the Tuesday following the pay period close will result in the withholding of your paycheck until the proper approvals are obtained. Please note that both your approval and that of your supervisor are required before your paycheck is processed.

The Kronos system maintains a full audit trail of timecard transactions that is kept indefinitely, and the University may use these records as equivalent to printed physical timecards or time sheets signed by you.

WORK SCHEDULES

Employees are expected to maintain their work schedules throughout the quarter, including mid-terms, finals, and holiday periods. Most units will arrange special work schedules for finals week, but make sure to check with your supervisor before you agree to a work schedule for the quarter.

Changes from your assigned working hours must be approved by your supervisor. If anything prevents you from reporting to work on time, notify your supervisor immediately. If you foresee recurring problems with meeting your schedule, discuss it with your supervisor, who will decide if a schedule adjustment or reduction in hours can be accommodated by the department. Frequent tardiness or absences may result in termination of employment.

REST PERIODS

Fifteen-minute breaks with pay are scheduled at the convenience of the department for employees who work more than 3 consecutive hours during a shift. Breaks cannot be accumulated, added to another break, or taken at the beginning or end of a work shift. University policy states that rest period privileges may be withdrawn if abused. Breaks are to be taken outside the work area whenever possible; the facilities of the Library Staff Room (4th floor, Ocean Side) & other breakrooms are available to student employees **ONLY** during your shift.

Employees who work 6 or more consecutive hours are required to take an unpaid meal break for at least one-half hour during their shift.

PERFORMANCE EVALUATION

Continued employment is dependent upon the quality of performance. A written performance evaluation is prepared by your supervisor at the end of the quarter during which you were hired, and thereafter at the end of each calendar year. You will also receive an evaluation at the time of separation from Library employment. Additional evaluations may be performed whenever a supervisor feels it desirable. An employee may also request an evaluation.

Performance of assigned duties, attendance record and attitude are among the items on which you will be evaluated. You will have an opportunity to discuss your performance and evaluation with your supervisor, and to make written comments if you wish. These evaluations become part of your work record and may be used when prospective employers request an employment reference, unless you specify that you do not want the results released.

GROUNDS FOR DISCIPLINE/RELEASE

This handbook has outlined the Library's policies, procedures, and expectations for student employees. Occasionally the behavior of a student employee will result in grounds for discipline or release. It is your responsibility to be aware of these conditions and be guided accordingly.

As a student employee you may be disciplined/released for any of the following reasons:

- Misconduct or failure to perform satisfactorily.
- Dishonesty, theft or misappropriation of University property, fighting on the job, acts endangering others, inappropriate sexual behavior, or other serious misconduct.
- Insubordination.
- Unauthorized use of Library materials, equipment, facilities, or supplies.

SICK LEAVE AND HOLIDAY PAY

Pre-approved student employees who work 50 percent or more of the working hours of the quadra-weekly cycle accrue sick leave and receive pay for any holidays during the pay period. Sick leave and holiday pay are calculated at rates proportional to the percentage of time worked at or above 50 percent. Holiday pay is added to your regular hours on your paycheck. Sick leave may be used in any month following the month in which it is accrued.

Under normal circumstances, student employees do not accrue vacation hours since employment at 50 percent time or more for six consecutive months is required for vacation accrual.

JURY DUTY

The UCSB Library encourages all employees to fulfill their civic obligations by performing jury service when called. An employee called for jury duty will be provided an excused absence to perform this services and will receive normal pay for regularly scheduled shifts. If an employee does not have to attend court, they are expected to report to work. If an employee who works evenings is required to attend court during the day, individual arrangements with the direct supervisor can be made to facilitate the situation. Employees are responsible for the following actions:

- Upon receipt of a juror summons, the employee must immediately presents it to their supervisor.
- The employee must then forward the summons to the Human Resources Assistant for placement in the employee's file. Any changes to the leave required should be forwarded to the supervisor and the HR Assistant immediately.
- Upon completion of service, the employee obtains documentary proof of time served for submittal to the supervisor and HR Assistant.
- Absences due to jury duty will be recorded by HR on the employee's time sheet.

WORK-STUDY PROGRAM

If you are employed in the Work/Study program, a referral letter from the Financial Aid Office is required each new Work/Study period. The Library cannot guarantee employment beyond your eligibility in this program.

With your supervisor's approval, you may continue to work after having exhausted your Work/Study allocation, but it is your responsibility to check with the Financial Aid Office to find out if continuing to work will jeopardize your future financial aid.

SAFETY

Your safety is paramount to the Library. Comply with any safety regulations in your area and report any safety hazards you may notice to your supervisor. Never feel obligated to stay in an area in which you feel threatened by another person or situation in the work environment itself. Contact Library Security (ext. 3220) or the campus police if you need help.

WORK-RELATED INJURY

Notify your supervisor immediately if you should suffer any work-related injury or illness. Student employees are eligible for workers' compensation benefits, and the Library is required to submit forms to the appropriate University departments within 24 hours of being notified of the injury. If you have any questions regarding workers' compensation, contact the Library Human Resources Office.

TITLE IX

Student Library employees may be faced with unpleasant or upsetting situations. Harassment whether it is sexual, racial, gender, etc. is unacceptable and violates University policy. It is the intention of the UCSB Library and the University to take whatever action may be necessary to prevent, correct, or discipline such behavior. As an employee of the UCSB Library you play an important role in the reporting of harassment. It is required that you report any instances that occur while in the workplace that may be related to harassment to the Title IX Office (<https://oeosh.ucsb.edu/titleix> 805-893-2701).

ADDITIONAL REQUIREMENTS

New employees are required to read the following regarding Substance Abuse. Please read each of the documents below in their entirety:

[UC Policy on Substance Abuse](#)
[UCSB Alcohol & Drug Program website](#)

LIBRARY EXPECTATIONS

Library operations and staffing depend in large part on student positions. The Library is a public service department, assisting faculty, students and the general public with their teaching and research needs. Student Library employees are expected to conduct themselves in a professional and courteous manner during their employment here, and to recognize the importance of their assigned duties and obligations to the operation of the Library and its service to the public.

Absences and Tardiness

As a student employee, you are expected to work your shifts as scheduled. Should you need to change your schedule, it is your responsibility to cover your shift with a replacement that is trained to do the specific duties you are assigned unless otherwise approved by your supervisor. Two **unexcused** absences will result in immediate termination. Absences related to extenuating circumstance, such as the death of a close friend or relative, may be excused at the Library's discretion. Contact your supervisor immediately if you are going to be absent for **any** reason.

Absences due to illness: Employees must contact their supervisor immediately if unable to come to work because of illness. A note from your doctor or student health is required for illness related absences lasting longer than two days. Any absence during finals week requires a note from your doctor (or student health). Failure to provide a note will result in immediate termination. Please do not come in to work sick as many illnesses spread easily. Do not come in sick and then leave shortly thereafter, as this leaves the Library with few alternatives for coverage of your shift.

Tardiness: Employees are expected to arrive on time to their scheduled shifts. Arriving 10 minutes (or more) late to a scheduled shift will result in one "tardy." Three tardies per quarter equals one **unexcused** absence.

Dress Code

Student Library employees are expected to be neat, clean, and appropriately dressed to maintain a business-like demeanor. The way we appear is an important form of non-verbal communication, which creates in others an impression about the Library as a competent and professional academic resource. When on duty, you represent the Library. Your appearance directly affects our patrons' experiences. For safety requirements closed-toe shoes and shirts must be worn at all times during your shift.

Change of Address and Phone Number

It is the responsibility of each student employee to report changes of address and phone numbers (both permanent and local) to the Library Human Resources Office and to your supervisor.

Personal Phone Calls and use of Smartphones

Personal calls should not be made on office phones in the Library, nor should you receive personal calls unless it is an emergency. Use of any cellular phones are not permitted while at work. If you have a special circumstance for which you need to keep your personal phone available to you, please discuss this with your supervisor and requests will be approved on a case by case basis.

Library Equipment

All Library equipment including computers, typewriters, photocopy machines, etc. are for the use of employees for Library business only.

Audio Equipment

Radios, CD players, iPods, etc. are not permitted for personal use in public areas of the Libraries. Use of these devices in non-public areas varies from one department to another. Please consult your supervisor regarding the use of personal audio equipment in your unit. Supervisors may deny use of personal audio devices if the work of the unit is negatively impacted.

Food and Drink

Drinks and food are permitted in the Library; however you should check with your supervisor to make sure that there is not a different policy regarding food and beverages in your department. The Library Staff Room is available for your use, and is located on the 4th Floor, Ocean Side.

LEAVING EMPLOYMENT

A student employee who graduates or quits **must** bring a completed time sheet at least 3 days prior to their last day of work to the Library Student Human Resources Office. You will be completing a Resignation form and coordinating how your final paycheck will be received. Failure to do so may cause a delay in receipt of pay and/or the annual W-2 form because of a non-current permanent address on file.

ACADEMIC STUDY

If you would like to broaden and expand your knowledge and experience in libraries, consider applying for graduate studies in Library and Information Science. The Library Human Resources Office will be happy to talk to you about the field should this be a career interest.

Congratulations on your new job! Feel free to contact us if you have any questions regarding your employment.

Your Supervisor: _____

Department _____

Email _____@ucsb.edu

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Student and Limited Appointments

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