Student Guidelines: Preservation Department

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Timecard and Payroll Information:
Use the Virtual TimeClock (VTC) system, available on any of the Preservation student workstations, to record your work time.

After you clock out of your last shift of the pay period, see one of the Preservation VTC administrators. [Preservation VTC administrators as of March 1, 2014 are: Barbara Nichols and Megan Lambert.] They will print your final timesheet and have you sign it. If that is not possible, see one of the VTC administrators at the beginning of your next regular shift to sign the timesheet.

• Clock in and out for each portion of time you work.
• If you forget to clock in or out, please see or email a VTC administrator as soon as possible. We need an accurate record of your hours.
• Time worked is rounded up or down to the nearest ¼ hour.
• The payroll calendar is available online.
• You can view your pay advice by logging into myCU at https://my.cu.edu and navigating to the MY.PAY tab. It may take several days after you have completed your new hire paperwork for this tab to become available. The first pay advice will not appear until your first paycheck has been issued.

Terms of employment:
Trial period (probationary period): The first 6 weeks are a trial period. There are times when the job and person just do not fit, in spite of careful interviews with potential employees. If we find that this is the case during the trial period, we may discontinue your employment with no advance notification. Alternatively, if you find that the job is not right for you, you may quit with no prior notice during the trial period. Let us know that you are ending your employment so that we can adjust our plans and staffing as needed.

Coaching: If there are problems with your work or with absenteeism, we will schedule a coaching session to try to resolve the problem. If coaching does not resolve the problem, you may be placed on probation for a specified period or you may be terminated with two weeks’ notice.

Terminating employment: If we decide to terminate your employment after the 6 week period we will give you two weeks’ notice. However, if there is a gross violation of policies, you may be terminated without notice. Please provide us with two weeks’ notice if you decide to leave.

Work hours and breaks:
Work hours are week days between 8:00 am to 5:00 pm. After your training period you may be able to extend that period if you have permission and a staff member is present.

Breaks: You may take one 15 minute break for each 4 hour shift (do not clock out for this break). Clock out if you need a break during short shifts. In addition to the formal breaks, we encourage you to take short breaks about every hour to refresh your mind and to avoid repetitive motion injuries (see Work Environment below). Feel free to get up, stretch and move around.
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Food & Beverage Policy:
Beverages in closed or covered containers are permitted at staff and student workstations with computers. They are not allowed anywhere else in Preservation.

Food may not be consumed in any Preservation space unless there is a special occasion. This includes workstations. Non-messy and non-smelly food can be consumed in a number of places in Norlin including the staff lounge, the Commons and most study areas. Student can use the staff lounge if they wish.

No foods or beverages may be consumed or stored in these spaces – ever:

- Book Repair room M198
- Book repair area in M150
- Assessment and Processing area in E145

Food Storage: Staff may store food in staff lounge, using the designated refrigerator. Alternatively, staff may store food in airtight containers at their workstations. Students can use the student lockers or the designated refrigerator in the staff lounge subject to the guidelines posted on that unit.

Special occasions: From time to time, the unit may have a celebration or other event when food is allowed in M150 or E145. For those events, food or beverages to be shared can be open during the day in a pre-designated location. All library materials will be removed from any area where food will be consumed during these events. Left-over food will be properly stored overnight in airtight containers such as closed metal tins or sturdy, sealed plastic containers (not plastic bags or disposable containers). All liquids will be stored in containers with securely closed lids. Areas used for special events will be cleaned after each event.

Food wrappers, unwanted food, beverages or disposable/recyclable beverage containers will be disposed of in the staff lounge or in the trash in the NUC room.

Work Schedule and Schedule Changes:

Work Schedule: Work with your supervisor to establish a regular schedule at the beginning of each semester. You are expected to work a minimum of 5 hours per week.

Schedule Changes: While occasional absences or changes in your schedule with notice are acceptable, we do expect you to work the number of hours per week that you committed to when hired (minimum of 5 hours/week). If you need to reduce or increase the hours, discuss this with your supervisor. We will be as flexible as possible

- If you want to change your regular schedule, be sure that you have an agreement about this with your supervisor.
- If you need to re-schedule some hours because of exams or other scheduling conflicts, discuss this with your supervisor in advance.

Illness or other absences: Always notify us when you cannot come to work during a scheduled time. We worry. Try to provide at least 24 hours’ notice. E-mail or phone is acceptable. Notify two staff members in case one is out for the day. If you are ill, please let us know as soon as you can.

Check with us about working extra over vacations or breaks. Sometimes that is a good time to get extra hours.

Health and Safety:

Library workers can be susceptible to repetitive motion injuries.

- Read and know the location of the Libraries Emergency Quick Reference.
- Notify us immediately if you have any symptoms or injuries (shoulders, wrists, arms, legs, backs or other parts of the body begin to ache, tingle, or become numb.)
- Use two hands for larger books.
- Vary your tasks and the way you do your tasks.
- If you are working at the computer for a long stretch of time, use the stretching exercises available via the desktop shortcut or go to http://www.des.umd.edu/os/erg/stretch.html.
- Be aware of your surroundings and your personal property. If you notice anything that seems suspicious, notify your supervisor.
- Update us whenever your contact or emergency contact information changes.
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Communication:
If you are notifying us by email or phone, always leave notice with two staff members if you do not speak to someone directly. If one staff member is absent, an email or phone message may not be picked up or communicated otherwise.

Sometimes we send work assignments or work messages using the University’s email. Please keep current with your email correspondence with us. Go to http://www.colorado.edu/policies/email.html for additional information.

Required training:
Handling Library Material
http://www.bodley.ox.ac.uk/dept/preservation/training/handling/cleanhands.htm

Discrimination and Harassment Training:
All student employees must complete the Discrimination and Harassment on-line course by the end of their first semester. The course takes between 45-60 minutes. We will pay you for the time spent on this training and you can do it during a shift. If you take the course outside of work hours, record your beginning and end time and have your supervisor adjust and approve the entry on your timesheet. Students must score at least a 75% on the quiz at the end, but can retake immediately if they score lower.

Instructions on how to access the CU Boulder Discrimination and Harassment online training:
· Logon to the MyCU portal at https://my.cu.edu
· Open the CU Resources tab and click on “Training”
· Click on “Start SkillSoft”
· Click “Catalog”
· Expand the “University of Colorado Courses” folder
· Expand the “Human Resources” folder
· Open the course titled “CU: Discrimination and Harassment–CU Boulder” and launch the course.

Miscellaneous:
All Library patron information is confidential. If you will be working with the Circulation system (Sierra), we will provide additional training about this.

Before you leave for the day, tidy up your workspace and the surrounding floor area. Clean or vacuum if needed (discuss with your supervisor).

You may listen to music with earphones, with your supervisor’s approval. It is unwise to listen to music while performing some tasks. Be mindful of your earphone cord; tuck it in so it does not get caught on the materials you are working with.

Keep non-work telephone conversations to a minimum.

You may take a few minutes to check your email a couple of times a day while you work. Do not spend work time surfing the net or watching videos – even if you think you can multi-task.

During work, you may encounter a book that you find interesting. You may take a minute or two to take a closer look, but do not start reading the book, however tempting. You can place a “Hold” on the book so you will be notified when it is available.

If you are leaving the department for more than a short break, tell someone where you are going or mark it on the board. We have lockers where you can store your personal belongings. Follow the Student Locker Guidelines. In addition, the file cabinets under the workstations can be locked (do not lose the key!). These are all available on a first-come-first-served basis.

These guidelines are available online at http://ucblibraries.colorado.edu/preservation/student_manual/StudentGuidelines.pdf