**Catalog Department Student Workplace Policies**

Please read this document carefully. Your signature is required to indicate your understanding and agreement to follow the policies within. In addition to the Library’s Student Handbooki, which all Library students need to abide by, below are the Catalog Department policies that must also be followed.

The following work rules apply to all the Student Library Employees (SLEs) working within the Catalog Department. All students are expected to comply with the rules and regulations outlined below. *Failure to do so may be grounds for disciplinary action including termination of employment.* If you have any questions

concerning these rules, please bring them to the attention of your supervisor.

**General Conduct**

The Catalog Department SLEs are expected to conduct themselves in a business-like and courteous manner, consistent with the high quality service goals of the Library. Although we are somewhat informal in our dealings with one another, office conduct is meant to be business-like. Each employee’s conduct has a direct impact on the others in the work area. ***We are here to get a job done***. As a rule, we expect you to maintain the work area as a place where Library business is conducted.

**Arranging and Maintaining Work Schedules**

SLE work schedules are determined with two factors in mind:

*(1) the needs of the department, and*

*(2) the SLE’s class schedules.*

Do not agree to a work schedule unless you are able to maintain it throughout the semester. Schedules are made for the duration of the semester, although changes may occur at the request of the Department and/or the SLE. Student employees are normally not scheduled for work shifts of less than 2 hours or more than 5.75

consecutive hours. Exceptions to normal work shifts may be requested and approved by the Division Head.

• SLEs are expected to work during midterm and finals periods (there will be a separate finals schedule different from the regular semester schedule).

• SLEs are expected to work during intersession periods (there will be a separate schedule arranged for intersession periods).

**Attendance**

All changes in schedule must be pre-approved by your supervisor. Repeated, unapproved changes in schedule may result in dismissal.

If anything prevents you from reporting to work on time, notify your supervisor immediately and before the beginning of your shift. If you foresee recurring problems with meeting your schedule, discuss the problem with your supervisor, who in consultation with the Division Head will decide whether an adjustment in schedule or reduction of hours is possible. Since the Catalog Department is a major unit within the Library that relies upon student employees to maintain its operations, attendance is a very critical matter. SLEs are expected to meet their scheduled work shifts and to arrive promptly on the hour for the beginning of their shifts. *The employment of the SLE is contingent upon a satisfactory attendance record. An unsatisfactory attendance record is grounds for termination of employment.*  Three “no call/no show” absences are grounds

for dismissal.

**Punctuality**

You are expected to arrive on time for your scheduled shifts. We allow an employee coming from a class to arrive 15 minutes past the hour. If you arrive more than 15 minutes past the hour you will be considered tardy. Excessive tardiness is grounds for termination.

**Rest Periods**

Fifteen-minute breaks with pay are scheduled based on the needs and at the convenience of the Department for part-time employees working three or more consecutive hours in any one period. *Longer breaks will not be tolerated*. Breaks cannot be accumulated or used for other purposes, such as leaving work early or

adjusting work schedules. The University Policy reads, “rest period privileges may be withdrawn if abused.” If an SLE is observed abusing the break privilege they will be asked to sign in and out for their breaks. Consistent abuse of break privileges is grounds for termination. Breaks are to be taken outside the work area.

**Hours of Work**

Student employees may be scheduled to work up to a maximum of 49% of the working hours in the month (19½ hours per week). Student employees are normally not scheduled for work shifts of less than 2 hours or more than 5.75 consecutive hours. Exceptions to normal work shifts may be requested and approved by the Division Head, however, schedules of more than 5¾ consecutive hours are not permitted without clocking out. After 5¾ hours you must clock out for at least 30 minutes. Work hours should fall within Monday-Friday,

8:30am-5pm, with a supervisor or workleader present.

The maximum number of hours available to SLEs during the summer and intersession periods depends on the following:

• The number of SLEs working for the Department.

• The workload of the Department.

At the discretion of the Department Head, during this time, SLEs may work up to 40 hours weekly.

**Employment**

All Catalog Department student library employment assignments are limited appointments reviewed for continuation every semester. *Extension of employment is not automatic; our decision to extend your employment for another semester is based on both your job performance and attendance record.*

**Time-clock**

The KRONOS time-clock is used to reflect the time for which you are being paid to work. You are responsible for swiping your ID in when you arrive and out as you leave. If you forget to swipe in or out, please see your supervisor. If you swipe in early for your shift, you are required to report directly to a supervisor.

**Electronic Devices & Equipment**

Tablets, laptops, cell phones, cameras, radios, CD players, etc. are not permitted for personal use in work areas of the Department. Please consult your supervisor regarding the use of personal audio equipment (e.g. iPods, MP3 players) in your unit. Supervisors may deny use of personal audio devices if the work of the unit is negatively impacted (e.g. errors increase and/or productivity decreases). All University equipment, including computers (internet, email etc.), phones, printers, photocopy and fax machines are to be used for Department business use only.

**Food and/or Beverages**

Consumption of food and/or drink is not allowed in any work area of the Department. Sealed/lidded beverage containers are allowed but must be kept away from Library materials and equipment. Food and/or beverages may be consumed near the time clock, the water cooler, or in the 3rd floor staff break room.

**Personal Phone Calls**

Except in the case of emergencies or with the permission of a supervisor, none of the department’s phones can be used to make or receive personal calls.

Student employees should not use cell phones at work except in case of an emergency or during break periods away from staff and/or work areas.

**Verbal Communication**

During scheduled work hours, students should keep non-work related conversations to a minimum. As others around you are concentrating on their own work, please keep work related conversations at a reasonable volume.

**Appearance**

We expect students to maintain a neat and clean appearance and businesslike demeanor (e.g. no feet on desks, trucks and/or chairs). Shoes are required at all times.

**Catalog Department Materials Security Policy**

To reduce the risk of loss or damage, all materials are to be kept in a secure area (currently 250 Moffitt). Library employees are not to remove any materials from the secure location unless this action is part of a pre- established Departmental procedure. Pre-established procedures are the methods approved by the Catalog Department for sending materials to another Library unit (e.g., sent to binding before cataloging, released to their shelving location, etc.). *Removal of materials from the workflow for non-legitimate reasons is grounds for disciplinary action including termination of employment.*

**Books**

Any student working within the library system may apply for an upgrade of their library privileges at the Main Library’s Circulation Privileges Desk. The upgrade increases your borrowing privileges to equal those of a graduate student (in some cases, a 1 month checkout will increase to 3 months).

**Student Signature Date**

Catalog Department

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i <http://www.lib.berkeley.edu/LHRD/handbook.html#Work>