

# Library Student Handbook

Please read the following information carefully to familiarize yourself with University and Library expectations, policies, and procedures regarding working conditions and benefits. Consult with your immediate supervisor, unit/section head, or the [Library Student Employment Office](#) if you have any questions. The following is only a summary for easy reference.

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## **A. Library Student Employment**

It is the policy of the Library to provide, based upon the needs of the department, part-time employment to students at the Berkeley campus of the University of California. Such Student Library Employees (SLEs) are hired in casual/restricted positions. Casual/restricted positions are part-time, temporary, and reserved for regularly enrolled UC Berkeley students (as determined by the list of registered students or Registrar's Office). Hiring appointments may be made throughout the year.

All positions and work hours are subject to change due to fluctuating workloads or budget adjustments. Reappointments for the summer or through the next academic year will depend on department needs and on your job performance.

Students who will be regularly enrolled in the fall semester may be eligible to work during the Summer Session, even if they are not enrolled in summer classes. In exceptional circumstances and with the approval of the Department Head and the Library Human Resources Department, employment of unregistered students may be extended into the semester preceding or following regular enrollment.

Employment is not guaranteed during the summer and intersession periods because the Library operates on a reduced schedule. Summer and intersession employment is determined by your supervisor and based on a consideration of job requirements, employee qualifications, and employee job performance.

## **B. Beginning Employment**

Once you have accepted a position and are sent onboarding information from Campus Shared Services, you must provide proper identification and complete your

employment paperwork. You will then be instructed to contact your supervisor within 24 hours to arrange your training and work schedule. Failure to contact your supervisor immediately may result in the loss of your job.

### **C. Change of Status**

Any change of your personal information, such as your address, or telephone number should be made by logging into [Blu](#). If you have a change in student status, please contact your supervisor *first* followed by the Library Human Resources Department.

### **D. Pay**

Student payday is every other Wednesday. Your paycheck is directly deposited into your bank account, your funds will be available on payday. It can take four to six weeks for a direct deposit request to be processed when you first request it. Until it is processed, you will be issued a paper paycheck that will be mailed to your home address. You may sign up for direct deposit via [Blu](#) (see link on the left hand side after you log in). You can view your earnings distribution statement online at [At Your Service](#).

Direct Deposit (no fees): Your money is electronically deposited into the bank account of your preference on payday.

Aline card (some fees may apply): You will receive a Visa logo debit card (requires activation upon receipt) loaded with your pay each payday.

To read more about both these options visit the [UCB Controller Office](#).

If you have problems or questions concerning your pay, please contact [Student Payroll](#).

**a. Defined Contribution Plan**

To qualify for exemption from DCP withholding:

- Undergraduate student employees must be registered and enrolled in a minimum of 6 or more units per term for fall, spring or summer sessions.
- Graduate student employees must be registered and enrolled in a minimum of 6 units per term for fall and spring sessions, or 2 units for summer sessions.
- Maximum appointment percentage allowed to qualify for exemption from withholding:
- Berkeley campus undergraduate and graduate student employees must be appointed a total of 49% or less of full time.

Note: All student employees holding F1 and J1 visas will be exempt from these withholding requirements.

Students who do not meet exemption criteria will be required to contribute 1.45% of their gross earnings to Medicare and 7.5% of their gross earnings to the Defined Contribution plan (DCP), a tax-deferred University retirement program which is an alternative to OASDI (Social Security).

The DCP contributions remain the property of the student from whom they are withheld. Contributions are made on a pre-tax basis, which reduces the

student's tax liability in the year in which the contributions are made.

Taxes on the contributions and any earnings are deferred until the employee withdraws the money, which can occur upon termination of UC employment. As the DCP is a retirement plan, special rules, such as possible penalties for early withdrawal of accumulations, do apply.

When you are no longer a UC employee contact Fidelity at 1-800-343-0860 and let them know you want to collect your distribution.

### **E. Time Reporting**

Your Caltime timesheet is the official record of hours worked. It is your responsibility to clock in and out accurately for each shift that you work and before and after meal breaks. If you make an error, notify your supervisor immediately for correction. Only staff employees designated as supervisors may correct and approve your timesheets.

Do not clock in or out for anyone but yourself. Students may only clock in and out at their designated work site. Clocking in or out from any other location will result in termination.

Your timecard is a legal document. Falsification of your timecard or any other student employee's timecard will result in termination. Do not work more than 5¾ hours without clocking out. A 30-minute unpaid rest/meal period is required for all work schedules longer than 5¾ hours, and will be deducted automatically if you do not clock out. See your supervisor for Caltime training on your first day of work.



**a. 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. 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.” Breaks are to be taken outside the work area, if feasible; in any case, employees on a break should not distract other employees who are working.

**b. Work Schedules**

Do not agree to a work schedule unless you are able to maintain it throughout the semester. Library operations continue during midterms, finals, and holiday periods. Most units arrange special work schedules for finals week, but expect students to work their regular number of hours. All changes in schedule must be pre-approved by your supervisor.

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 problems with your supervisor, who will decide whether an adjustment in schedule or reduction of hours is appropriate. Frequent tardiness or absences may result in termination of employment.

### **c. 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). Employees are normally not scheduled for work shifts of less than 2 hours or more than 4 consecutive hours. Exceptions to normal work shifts may be requested and approved by the supervisor when it is essential to the operation of the Library; however, schedules of more than 5¾ consecutive hours are not permitted. After 5¾ hours you must clock out for at least 30 minutes.


### **d. Multiple Jobs**

*Students* are responsible for notifying their immediate supervisors and Library Human Resources if they are employed in more than one campus library, another University department, or an outside agency paid from University funds, such as Work Study. When an employee works in more than one unit or department, all hours worked in all jobs held are combined and count towards the 49% time limit. Working above 49% may result in the accrual of vacation and sick leave benefits if the combined hours total half or more of the working hours in the month.

Students working in more than one department run a higher risk of having an appointment above 50%.

## **F. Substitutions**

The purpose of substitution procedure is to keep Library operations staffed. It is your responsibility to notify your supervisor immediately if you anticipate being



absent from work. Your supervisor may require you to recruit an appropriately trained substitute. A substitute takes the responsibility to show up for those specific hours that need coverage and can work hours in addition to his or her regular schedule, up to but not exceeding 49% of all available work hours in the month.

### **G. Work Study Program**

Students who are Work Study eligible are sent a job referral through the Work Study office. Students will log into Work-Study to accept or decline the job offer. Once that's done, confirmation emails are sent to the student and LHRD.

The referral is good from the first of the referral month until either you are no longer enrolled (graduating in December, for example) or until the last day of the spring semester.

The work study year is from June 1 until the last day of the following Spring semester in mid-May.

### **H. Performance Evaluation**

Your supervisor will periodically review your job performance. An employee may also request an evaluation, including at the time of separation from Library employment. Please notify your supervisor in advance to allow time to complete the evaluation. During the evaluation process, you will have an opportunity to discuss your performance and the evaluation with your supervisor. These evaluations are part of your work record and may be used when prospective employers request employment references.



## **I. Vacation and Sick Leave and Holiday Benefits**

If you work an approved exceptional schedule of more than 49% of the working hours in a month, you will earn sick leave credit and holiday pay on a month-to-month basis. These benefits are calculated at rates proportional to the percentage of time worked at or above 50%. Sick leave may be used in any month following the month in which it was accrued. You must report to your supervisor as soon as possible if you are ill and plan to use sick leave. You earn vacation leave after working 6 consecutive months at 50% time or more. Vacation leave must be approved in advance by your supervisor. Vacation and sick leave can be used only in lieu of regularly scheduled hours. Vacation and sick leave must be reported to and approved by your supervisor for specific days/times, not in lump sums or in addition to scheduled hours. Your supervisor will reflect your sick leave and/or vacation usage on your Caltime timesheet. To find out any accrued balances or to clarify the use of these benefits, consult your supervisor.


## **J. Jury Duty**

The University does not pay students for time taken off to serve jury duty. Library Human Resources can provide a letter stating this policy to the student.

## **K. Students Health and Well-being**

The University Health Services in Tang center offers Counseling and Psychological Services for UC Berkeley students.

CPS supports the emotional, psychological, educational, social and cultural development of all UC Berkeley students through a wide range of multiculturally



based counseling, psychiatric, career, consultation, training and educational services.

For more information contact the Tang Center at 510-642-9494. The Tang center is located at 2222 Bancroft Way.

#### **L. Safety and Work Related Injury**

Familiarize yourself with [Library emergency procedures](#) (requires CalNet login) and any procedures specific to your unit. Follow all posted safety regulations and report any hazards to your supervisor. If you should suffer a work-related injury or illness, notify your supervisor immediately. To inquire about worker's compensation benefits, contact Library Human Resources Department.

#### **M. Leaving Library Employment**


When you decide to resign from your employment with the Library, notify your supervisor immediately. Your supervisor will in turn notify HR with a separation form which includes your end date as well as information to turn off any key card access you may have.

#### **N. Unemployment Insurance**

The California Unemployment Insurance Code does not provide unemployment insurance coverage to students who are enrolled and regularly attending classes at the college or university where they are employed.

#### **O. Student Services Team**

The Student Employment staff is a valuable resource for you whether you are just



beginning your job hunt or you are currently employed by the Library. If you ever have questions or problems concerning your job with the Library, don't hesitate to stop by 110 Doe or email us at [stuempl@library.berkeley.edu](mailto:stuempl@library.berkeley.edu).