

**GENERAL INSTRUCTIONS/INFORMATION FOR STUDENT EMPLOYEES OF THE
LIBRARY**

BEFORE YOU BEGIN WORK, PLEASE BE SURE YOU HAVE:

1. Completed a W-4 form (available at the Comptroller's office at **Andrews Annex**).
2. Completed an I-9 form (available at the Student Employment Office on Westlands First Floor).
3. Completed a Student Employment Contract for your respective department.
4. Arrange for training. You will be paid for your training time.

You will be assigned several shifts each week. These are **your** shifts and **you** are responsible for them. It is absolutely necessary for you to arrive on time and not leave until your shift is over.

You will be responsible for recording your shifts on your **time sheet**. Be certain you have affixed your signature to the time sheet, and have totaled the hours you have worked after each shift. If you should arrive late for a shift or leave early, please round off the time to the nearest **fifteen minutes**. (e.g. you arrive at 1:10 rather than 1:00. Record your arrival as 1:15). You will fill out a new time sheet on the 16th and 1st of each month. Your paycheck will be sent to your campus mailbox on the 15th and the last day of each month.

You are not responsible for working when the college is not in session (October break, Thanksgiving weekend, winter break and spring break). We do hire some students during these times, so let us know if you are available.

If you are unable to work due to sickness or family emergency, please call your supervisor first and foremost, and try your best to find a substitute where applicable. **Please do not send an email.**

If the school should be closed due to a weather emergency, **you are expected to work your regular shifts** unless informed otherwise by your supervisor.

You will be given a **name tag**. Please remember to wear it at all times. This will not only help us to learn your names, but it will also enable us as well as patrons to more easily identify library student staff.

You may be required to sign a confidentiality statement; please consult your supervisor.

Performance evaluations (for both student and supervisory staff) will be given on a regular basis.

Your contribution is highly valued. Please feel free to ask questions and offer suggestions at any time. Thank you for choosing to work with us!

--GD, 8-15-05