

LIBRARY STUDENT WORK REGULATIONS

1. UNIVERSITY ENROLLMENT:

During the fall and spring semesters, all student employees must remain enrolled for at least six hours to be eligible for employment (unless the student has it in writing that he/she has an official off-semester). See paragraph 9 for summer semester rules. If a student drops below six hours, the University will terminate his/her employment.

2. TIME CLOCK:

Student employees must punch in before starting work and punch out as soon as work has been completed on the time clock. If for a valid reason the time card is not punched in or out, the supervisor or department head must write in the time worked. The supervisor or department head is the only person permitted to write time in and must initial this entry.

3. SCHEDULES:

The individual supervisors set work schedules. Students must adhere to their scheduled work hours unless advance permission to change the schedule is obtained from the supervisor. The time punched on the time card should coordinate with the scheduled working hours. Students are required to inform the supervisor of their class schedule each semester or session and any subsequent changes, and to explain to you any conflicts between time worked and the class schedule.

4. WORKING HOUR LIMITATIONS:

University policy states that students are limited to working 8.0 hours per day and 40.0 hours per WEEK.

A. Time worked beyond will result in overtime payment by the library.

B. It is the responsibility of the student to:

1. maintain their work schedule according to the limitations as stated above.
2. notify supervisors if working in more than one department within the library or on campus so that overtime does not occur.

C. Failure to follow the regulations as stated above could result in termination.

5. LUNCH:

A student employee who is expected to work 7 1/2 continuous hours or longer is required to take a lunch /meal period of at least 30 minutes in length (unpaid). The meal period is to begin no later than 5 hours after the start of the work period. All students must punch in and out for lunch periods.

6. BREAK:

Student employees are allowed a 20 minute break if they work four consecutive hours. No break is allowed unless the student works four or more hours. Breaks must be taken at least one hour after the student punches in and one hour before the student leaves.

7. PAY PERIODS:

Time sheets are submitted electronically every other Thursday. All students are now on Web Time Entry. Pay periods run from Sunday through the second Saturday. Payday is the Wednesday ten days after the close of the pay period. Direct deposit is now required for all employees.

8. INTERSESSION:

Students who have been enrolled during the previous semester or intend to enroll for at least six hours in the following semester, may work up to 8.0 hours per day and up to 40.0 hours per **WEEK** during intersession.

9. SUMMER SEMESTER:

Students employed during the summer semester must meet one of the following requirements:

1. Was enrolled for at least six credit hours at the end of the spring semester.
2. Will be enrolled for at least three credit hours during the summer semester.
3. Is on an official off-semester and have completed six credit hours the spring semester or intends to enroll for six credit hours in the fall semester.

10. GRADUATING STUDENTS:

Students graduating after the Fall Semester are **not** eligible to work as a student employee. Students graduating after the Spring Semester are eligible to work until the **Summer Semester** begins.

11. TELEPHONES :

Telephones have been installed for library business and their number has been kept at an absolute minimum because of the cost involved. The telephones are to be used only for library business and not for making personal calls. Emergency calls may be received but should be kept brief and to a minimum. Social calls are not to be made or received.

12. WORK HABITS :

- a. Visiting, either with fellow staff members, family members, or friends, must be confined to break and lunch periods away from your desk. It is not acceptable to use break or lunch time to visit with another staff member who is still working.
- b. Talking must be kept to a minimum and not become excessive or detrimental to work performance.
- c. Staff members must not be absent from their normal work stations without the knowledge and permission of the supervisor.

13. COMPUTER USE :

Staff are expected to refrain from installing or using unauthorized software, and in particular, software that creates security risks on University Computer Facilities. Other programs may be restricted by the departmental system administrators and will be announced through appropriate channels. Unauthorized transferring of copyrighted materials to or from the ACCC computer system without express consent of the owner is a violation of federal law. Violation of this policy can result in further discipline under the appropriate procedures extant at UIC or by civil or criminal prosecution.

Computers are for University business use only. Surfing the Internet, checking personal emails, or other personal use of the computers should not be done during work time.