



UAB Libraries Student Employee Handbook

About UAB Libraries

Vision

Serving as the intellectual and interdisciplinary epicenter of campus, UAB Libraries will become a model 21st century library system and an innovative leader in providing the scholarly resources required to make the University of Alabama at Birmingham a first choice for education and healthcare.

Mission

UAB Libraries provide access to an array of rich and diverse scholarly resources that inform intellectual, cultural, social, and economic transformation, as well as the essential expertise to support excellence in education, research, patient care, and community outreach that collectively advance the success and impact of the University of Alabama at Birmingham

Values

UAB Libraries are committed to excellence, collaboration, mutual respect, change and innovation, and diversity in people and ideas.

UAB Libraries Phone Numbers

Dean's Administrative Office	205-934-6360
Lister Hill Library of the Health Sciences	205-934-2230
Lister Hill Library at University Hospital	205-934-2275
Mervyn H. Sterne Library	205-934-6364
Reynolds and Finley Historical Library	205-934-4475

About this handbook

This handbook provides a summary of student employment guidelines within UAB Libraries. Please read it carefully and familiarize yourself with these guidelines. The library department to which you have been assigned may have additional guidelines, which your supervisor will share with you. If you have any questions that are not answered here, please consult with your supervisor or contact the Library Administrative Office. The University of Alabama at Birmingham is an Equal Opportunity/Affirmative Action Employer.

Welcome Letter from Kasia Gonnerman

Dean of UAB Libraries



Welcome, Students!

All of us at UAB Libraries are delighted to have you on board. You are now an integral part of the libraries' mission to advance research, teaching, and learning, and we couldn't serve the UAB campus and broader community without your dedication and hard work. You play a vital role in our success, whether you serve at the front lines of the HUB desks, assist with digitization projects at the Digital Services, support technology needs in the library LibLabs, or assist behind the scenes with Interlibrary Loan requests or cataloging projects.

It is my hope that you find your employment to be a rewarding and meaningful experience, more than "just a job." Working in an academic research library offers you a unique opportunity to gain professional experience, build transferable skills, and connect with a diverse community of peers, faculty, and staff. We are committed to supporting your growth, both as a student and as a valuable member of our team.

Best wishes for your academic and library work.

Kasia Gonnerman

Department Expectations

As a student employee of the library, you are a representative of the libraries and are expected to adhere to the guidelines and expectations below. This is not an exhaustive list.

- Show up for work on time and leaving at your scheduled time.
- Show up for work with a willingness to learn and exhibit flexibility for the workday.
- Practice due diligence when working with patrons, students, and members of the UAB community.
- Practice humility and positive customer service while working with everyone you encounter.
- If you are asked a question you cannot answer, you will consult with your peers and other library staff. We do not deliberately provide inaccurate information.
- Efficiently complete assigned tasks and other responsibilities to the best of your ability. If you have questions, need accommodations or clarification, it is your responsibility to inquire with appropriate parties.
- Providing adequate notice if you are unable to come into work or need additional time off. This process may vary by department, and it is the student's responsibility to comply as appropriate. All time off requests (when applicable) should be submitted with a minimum of 2 weeks' notice.

Personnel Issues

Absences

Excused absences are those scheduled work times you miss with your supervisor's prior approval. Emergency situations (e.g., accidents, sudden illness, death or illness in your family) are also considered excused absences. However, you must notify or have someone else notify your supervisor of the emergency as soon as possible. If your supervisor is not available, call the office number and leave a message with one of your co-workers. Absences due to illness will be considered an excused absence, however documentation may be required.

Unexcused absences are missed scheduled work times without prior notice. Excessive unexcused absences may result in job termination.

Schedule

Your supervisor must approve your schedule and timesheets. How many hours you work will be determined by the needs of UAB Libraries and budget allowance for a student assistant. Once you are aware of your class schedule for the upcoming semester, please submit a schedule outlining the days and times you are available to

work. This will be done at the beginning of the semester. You may not change your schedule without prior approval and discussion with your supervisor.

Each department in the library may have specific requirements for submitting changes into your schedule. Please note that changes in your schedule mid-semester may result in less scheduled hours. Your availability should reflect times that you can work but do not guarantee hours. Students may not switch their shifts without prior approval from their supervisor.

Training

Each library unit will provide training that is specific to jobs in their area. It is the student's responsibility to ensure that they are following up and communicating with their supervisor if they have questions or concerns regarding their training. All library employees should be open and willing to learning new skills and refinement of processes as the library continuously evolves.

Breaks

It is the policy of the university that any employee working four consecutive hours is entitled to receive a 15-minute paid break. The break should be approved by a supervisor and taken during the four-hour shift. Students are encouraged to take breaks away from their work area. A break may not be used to make up for late arrivals or early departures, nor may breaks be accumulated for time off. If you work a shift of 6 hours or more, you are entitled to take a 30-minute lunch break off the clock. Some departments may have different parameters around breaks.

Performance Evaluations

Student employees are subject to performance evaluations. The frequency of these evaluations should be established by the supervisor at the time of hiring and should be discussed with the student. Additional department evaluations may also be included as part of the student evaluation process.

Sexual Harassment

If you feel you have been sexually harassed, please review the university's sexual harassment policy. A copy is available online at www.uab.edu/titleix/policies/. You will find all the university's information about the informal and formal complaint procedures in the policy. The policy has all the contact names but does not have the contact numbers. So, to help you contact the listed names and offices, the numbers of each are listed below. The university encourages people to report sexual harassment incidents. However, there are confidential counseling services on campus to help you explore your options and obtain support.

Additional UAB Resources for Students

Non-Academic Conduct Officer	205-996-1512
Disability Support Services	205-934-4205
Office of the Vice Provost for Student and Faculty Success	205-934-6290
Student Health and Wellness Center	205-934-3580

Smoking/Tobacco Products

UAB is a smoke-free campus. Smoking or using electronic cigarettes are prohibited inside and outside UAB libraries.

Tardies

A "tardy" is defined as coming to work late and clocking in after your scheduled time to begin work. Contact your supervisor once you realize you are going to be late. Although calling in when you are going to be late is proper protocol for all jobs it does not excuse or remove the tardy. Failure to communicate with your supervisor will result in a "no show".

A pattern of showing up late to your shift may result in a verbal warning. Additional tardiness after the oral warning may result in a written warning and potential for dismissal. Time lost due to being late may not be made up without prior permission from your supervisor.

Resignation

Adequate notice (2 or more weeks) should be given to your supervisor for resignation. All resignations should be in written format and provided at the time of notification. This notice will allow the unit to recruit a proper replacement as soon as possible. Providing notice of resignation in a timely manner will help you leave your position on good terms, permitting opportunity for listing your UAB Libraries experience and obtaining favorable references for future employment.

Discipline

This handbook contains several guidelines that you are to follow. If you have any questions about these guidelines, you should see your supervisor immediately. You are expected to sign that you have read and understood this handbook, and that you will comply with the rules and guidelines therein.

For first time minor offenses, verbal warnings may be administered. A written warning may be given after repeated violations, after a verbal warning, or for serious first-time misconduct. Termination may occur immediately and without notice for violations of policy or for first-time incidents of gross misconduct.

Grounds for Dismissal

- A pattern of absences and/or frequent tardiness from work without previous supervisor's permission within a 6-month period.
- Consistent unsatisfactory employee evaluations.
- Failure or refusal to follow supervisor's instructions.
- Discourteous treatment, abuse, or harassment of any nature of library patrons, UAB members, or coworkers.
- Reporting to work under the influence of alcohol or drugs.
- Falsifying records (including time sheets) or inappropriately altering library databases.
- Breaching the confidentiality of any library records or transactions, or theft of university property.
- Unauthorized use of library materials, facilities, or equipment.
- Unauthorized removal of library materials or equipment (this includes removing library materials that are not properly checked out).

These grounds for dismissal are observed throughout the library system. Supervisors in the various units of the libraries may establish additional grounds for dismissal that apply in their own units. Your supervisor will make you aware of any variation to this policy.

Demeanor

Attire

All employees of UAB Libraries are expected to adhere to a business casual dress code. Regardless of your position with the library, the way you present yourself at work does matter. Examples of appropriate clothing for the library include khakis, dress pants, jeans with minimum tears, moderate length skirts and dresses. Clothing should be free of items that may be deemed revealing and offensive. It is best practice to wear neutral, non-logo tops. UAB branded items are permitted, including t-shirts and polos. Proper shoes should always be worn. Please consult with your supervisor about the specifics to the dress code of the department. Identification (UAB ONE Card and/or name tag) should always be worn. Failure to comply with dress code may result in loss of hours or grounds for dismissal.

Personal Devices

We recognize that cell phones and other devices are an important part of our lives. However, these devices are a distraction to our work. Please limit the number of phone calls made and received while clocked in. If possible, please save personal device usage for your breaks and before/after shifts.

When in the public areas of the libraries always be aware of patrons needing assistance, and end distractions to address their needs. It is suggested to limit headphone and personal device usage if working in public facing areas of the library. When wearing headphones, the volume should be kept to a minimum. Remember, a high volume can be heard by others and prevents you from hearing others. Cell phone and personal device usage may not be appropriate or permitted in all departments — check with your supervisor. These privileges can be revoked if usage is abused, or guidelines are not followed.

Visitors and Personal Conversations

Visitors and personal conversations in public areas should be kept to a minimum. Do not allow them to be a distraction from your work or to the patrons. All UAB libraries employees should be mindful of their conversations and the topics of discussion, especially in public facing areas. Some conversations may not be appropriate for the workplace and should be held outside your shift.

Homework and Studying

One of the benefits of working an on-campus job is the flexibility for incorporating one's studies into the workday. However, completing homework and studying during your shift is a privilege that is determined by the department you work in. This privilege may be revoked by supervisor if it negatively impacts your work performance and ability to effectively serve patrons. Students should not come to work with the expectation that they will be working on schoolwork specific tasks during their shift. Your work in the library is an opportunity to implement work-life balance, including navigating your academic studies.

Use of Library Equipment

Use of any departmental equipment, including copies, printers, and computers should be for work-related tasks only. With prior approval, you may be permitted to utilize the computers for coursework and studying.

Compensation

Pay Structure

Student employees are paid biweekly, and payday is every other Friday. Paychecks are deposited directly into your banking institution by UAB Payroll Services. Once your employment record has been completed by HR, you can log in to the Oracle system's Employee Self Service portal with your Blazer ID and password to complete your direct deposit information. The UAB Payroll Services website has detailed information regarding pay period and pay dates. If you need to speak to someone in the Payroll Services Office, they can be reached via email at payhelp2@uab.edu.

Time Sheets

Student employees are required to keep track of their time worked by clocking in with an electronic timecard. Most library student employees will keep track of their time using the UAB Campus Time and Attendance system. However, if you have a primary work assignment outside of the library, you may be required to use another method to track your time. Confirm with your supervisor where to clock in and out from, as no UAB Library employee is permitted to clock in outside approved locations. If you must submit your time through TEL, it is the student's responsibility to submit their timesheet to their supervisor before the designated deadline.

A student employee who is eligible for Federal Work-Study Program and is found to falsify the number of hours worked or alters a timesheet after the employer has signed the timesheet, will no longer be eligible for the program. Any amounts paid based on a falsified timesheet will be charged back to the student employee. The student will be reported to the U.S. Department of Education and the UAB Non-Academic Judicial Officer.

Last Paycheck

If you do not have a direct deposit account at the time of the end of your employment with UAB Libraries, be sure that the Payroll Services Office has your correct mailing address so that you can receive your last paycheck, which will be mailed via the USPS.

Benefits

Student employees are not eligible for UAB benefits.

Employer Responsibilities

- A supervisor or designated full-time staff member should be available any time a student is working.
- Ensure a student's work hours are documented in UAB Campus Time & Attendance or submitted in TEL each pay period. Employers should approve a student's timesheet each pay period.
- Supervisors should monitor a student's work-study balance to avoid any overages. After a student has exhausted his or her allotted work-study funding, any additional work and pay will be the sole responsibility of the employer.
- Review a student's class schedule each semester to determine appropriate work hours. Students must be enrolled at least half-time each semester (six or more hours for undergraduate students and five or more hours for graduate students) to be eligible for work-study. Students are not permitted to work during scheduled class time.
- Communicate job duties and work expectations in a clear and timely manner to the student employee.
- Provide adequate training to assist the student-employee with the performance of duties and personal growth.
- Provide the student-employee with departmental policies including but not limited to dress codes, appropriate conduct, and consequences for failure to adhere to policies.
- Students who access confidential information should comply with FERPA and HIPAA standards. Employers should ensure students have completed FERPA/HIPAA training and signed a confidentiality agreement when necessary.
- Promote open communication with student-employee to foster mutual understanding.
- Encourage student-employee input, suggestions, and involvement.
- Complete a performance evaluation for each student-employee at least once a year, providing the student with a copy.
- Adhere to the provisions outlined in the UAB Employee Handbook.

Student Responsibilities

- Be punctual, dependable, proactive, and demonstrate a positive attitude toward your job.
- Provide your supervisor with a class schedule to determine appropriate work hours. Students must be enrolled at least half-time each semester (six or more hours for undergraduate students and five or more hours for graduate students) to be eligible for work-study. Students are not permitted to work during scheduled class time.
- Students must maintain Satisfactory Academic Progress to be eligible for federal financial aid, including work-study funding.
- Familiarize yourself with library policies and protocol including but not limited to dress codes, appropriate conduct, and consequences for failure to adhere to policies.
- Clock in and out of Campus Time & Attendance each shift. Students should only clock in for working time. Students should not record any working time for lunch or study breaks.
- Students should submit any Campus Time & Attendance errors or time corrections to their supervisor promptly.
- The length of your shift is determined by the supervisor and scheduling needs. Students should not exceed 20 total hours of work per week in the regular semester and 36.5 in their vacation semester. Work in any other student job assignments is included in the weekly total.
- Students who access confidential information should comply with FERPA and HIPAA standards. Students should complete FERPA/HIPAA training and sign a confidentiality agreement when necessary.
- Requests for time off should be submitted in a timely manner as indicated by the employer. In case of illness or emergency, students should notify the employer promptly.
- Students should notify their employers at least two weeks prior to resigning from their position.

Frequently Asked Questions

Can students work during breaks?

Students are permitted to work during breaks that fall during the regular semester (i.e., Thanksgiving break, Labor Day, spring break). Students may work during the breaks between fall and spring semester and spring and summer semester if they are enrolled at least half-time and eligible for work-study funds in both respective semesters. Work-study students are not permitted to work during the break between the summer and fall semesters.

When can new hires begin working?

Students can begin working once all hiring paperwork has been submitted and approved through the Student Financial Aid Office and UAB Human Resources. If a student is transferring from another department or moving from a 06-Student Worker position to an 11-Federal Work-Study position, the hire date must be the first day of a pay period.

If a student is returning in a future semester, should their assignment be terminated, or can they remain active?

If a student is returning for a future semester (i.e., after summer break), the employer does not have to end or terminate their assignment. Students can remain active and return to work when appropriate.

How many hours can I work if I am in enrolled in classes?

While enrolled in classes (online or in-person), students may work up to 20 hours per week. If you have a secondary campus assignment, your total hours per week cannot exceed 20 hours across both positions.

How many hours can I work during the holiday or summer break if I am not enrolled in classes?

During holiday or summer break, students that are not enrolled in classes may work up 36.5 hours per week. Increased hours during this time are not guaranteed and schedules will be determined based on supervisor and departmental needs.

My friend needs a job; can the library hire them?

All student employment is handled through Handshake. Please apply via Handshake and if selected for an interview, the hiring manager will reach out.

Can I have more than one on-campus jobs?

Students can have more than one on-campus assignment. However, the limit of 20 hours per week is split between the on-campus assignments. You will still only be permitted to work 20 hours a week collectively.

UAB

The University of Alabama at Birmingham®

Libraries

Statement of UAB Libraries Student Employees

I have read and understand the items outlined in the Student Employee Handbook. I agree to the terms presented herein and I am aware that this signed statement will become part of my employment file. I have obtained a copy of the handbook for my personal records.

Print full name

Date

Signature

Date

