

Hello Student Employees,

Last week on October 24, 2017, the Student Training Advisory Group (STAG) brought a proposed pilot program before UCSB Library Leadership, and received both their support and approval. The approved proposal was drafted in response to the 2017 Student Employee Survey which indicated a desire by you all to have more learning and growth opportunities. It extends a modified form of compensation that UCSB full time career employees have to our student employees allotting each student employee 3 hours of paid time (between the start of Fall Quarter and the end of Spring Quarter) so that you may attend learning events offered in the UCSB Library, on Campus, and online during paid time.

How does it work?

1. Identify a learning event that you wish to attend and be paid for your time at. You can find learning events through the [mODE](#), [Lynda.com](#), campus events, and through email announcements.
 - a. What is a Learning Event? Any lecture or training, related to work performed in the UC, that will help you build and expand your professional experiences.
 - b. Learning events can include – group webinar viewings; trainings and lectures; Lynda.com courses; and more!
 - c. Eligible learning events ARE NOT required trainings essential to your job function.
2. Complete the [Student Employee Learning and Growth Request form](#) and submit it to your supervisor.
 - a. Be sure to attach any course information you may have with your request. This can be a flier, announcement, agenda or something that provides information about the event from the organizers.
 - b. If your supervisor approves, simply attend the training, provide evidence of attendance (sign in sheet, completion email or certificate) and Library HR will enter your time into your timecard (not to exceed 3 hours per academic year per student employee).
 - c. If your supervisor does not approve, speak with them and consider which learning events would gain approval. You may also consult me in Library HR in identifying training opportunities.
3. How am I paid for my time at a learning event?
 - a. Do not clock in for learning events.
 - b. If you have arranged with your supervisor to attend a training in the middle of a shift, clock out when you leave for the learning event, and then clock back in when you return for work (as you would for an unpaid break).
 - c. Library HR will track and enter hours on your timecard for your time spent at a learning event.
 - d. Be sure to sign-in if there is an attendance sheet (UCSB Library trainings), or to forward a completion certificate or email to me in Library HR to verify that you attended the learning event.

FAQ:

- I'm already in school, why should I attend a learning event?
 - Build your experience! Having a bachelor's degree is becoming more and more common, and is not sufficient for employment alone. Involvement in campus organizations, internships, and jobs will help you build your experience, bolster your resume, and stand out from the crowd, increasing your chances of landing a job after graduation.
 - In a study of over half a million 2016 college graduates found that only 63.5% had successfully gained employment (part-time, full-time, internships, etc.) within 6 months of graduating. - [naceweb.org](#)
- Does the learning event have to be relevant to my job?
 - The learning event you attend may or may not be relevant to your job. It must be relevant to a job that is performed within the UC system as a whole. If you need guidance, please feel free to work with Library HR.

- When can I use my 3 allotted hours?
 - Between the start of Fall Quarter and the end of Spring Quarter, you may use your paid training time.
 - This program is not eligible for summer quarter.
- If I don't use my training time what happens to it?
 - Use it or lose it! Your allotted 3 hours cannot be transferred and they do not carry over to the next year.
- Where can I find available learning events to attend?
 - Check out the 'Additional Training' section on the [Student Employee Resources](#) wiki page.
- On what basis would a supervisor approve or deny my request?
 - Supervisors have been given some guidelines to help them determine when they should approve or deny a request ([link](#)).
- How do I know how many hours I've used?
 - Ask Library HR if you lose track of how much training time you've used, or if you believe there to be a discrepancy between your records and the UCSB Library's records.
- What if I used all 3 of my hours and still want to go to a learning event?
 - Go! While we may not be able to pay for you to go, a learning event may have greater value to you regardless of compensation for your time attending it.

The UCSB Library wants to support in your academic success, and for us, we believe that when you graduate AND get a post-graduation job that we've succeeded –this program can be a valuable tool in helping us, help you achieve that goal. We hope that all of you take advantage of this program and do your part in preparing yourself for life after graduation.

On the behalf of STAG, happy learning!

-Brandyn

Brandyn Gibson
 Human Resources Assistant
 UCSB Library
 (p) 805-893-2964