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Welcome to the UCSB Library

This handbook has been prepared to help you understand what is expected of you as an employee of the UCSB Library.

The policies and guidelines stated here are to be followed by all Library student assistants, regardless of where you work in the Library. However, each supervisor will have their own set of expectations based on the activities and responsibilities of the particular department. Please be sure you understand and are aware of those expectations as well.

Library Addition and Renovation

Revolutionary advances in information technology are transforming libraries and societies. The redesigned UCSB Library provides critical physical spaces, professional expertise, and information resources to meet the broader goals of the University and of a new generation of scholars.

The four distinct components of the project included:

- A three-story building addition on the north side of the Library to include faculty and student collaboration spaces and Special Research Collections
- A complete renovation and seismic retrofit of the original two story building to house the Arts Collection, plus additional study and gathering spaces
- A newly built Paseo, or grand walkway, which connects all parts of the Library as well as campus
- A seismic retrofit of the eight-story tower and life-safety upgrades throughout

Employment at the UCSB Library

The Library provides part-time employment to approximately 160 UCSB students. Student assistants are hired in casual/restricted positions. This Library position, plus any other position held at UCSB, must total less than 20 hours per week (see page 3 for more information). Student assistants are required to immediately inform their supervisor if additional UCSB employment is accepted. Incoming student assistants must disclose all active positions held on campus. Hiring occurs throughout the year based upon the needs of the Library.

All positions and work hours are subject to change because of fluctuating workloads or budget adjustments. Continued employment into summer or through a subsequent academic year will depend on the amount and kind of work available and your performance on the job. Students who are enrolled for spring quarter, and will be continuing school in the fall, may be eligible to work during the summer if hours are available; regardless of summer session enrollment. However, because the Library operates on a reduced schedule during the summer and between quarters, employment is not guaranteed for all students who may be available.

Students are not permitted to work in student positions at UCSB, after having withdrawn from school for any reason. However, students are permitted to work the quarter immediately following graduation.

Background Check

Lead Student Assistants and Student Assistants working in Building Operations, Mail Services, and IT Support are required to complete a background check. Upon promotion or hire, student assistants will have one month (30 business days) to complete a background check. Extensions may be granted on a case-by-case basis at the discretion of UCSB Library HR. The background check process is entirely digital and will require access to a computer and the internet, which can be made available in the UCSB Library.
Learning & Growth
The UCSB Library is committed to building a Learning Organization, where our work-culture is dedicated towards continuous learning and growth. To help facilitate this, Library Administration has approved for a modified version of the Staff Learning and Growth Program for student assistants. Each student assistant is allotted up to 3 hours of paid time per academic year (Fall Quarter through Summer Quarter) to attend any online or in person learning event. The time paid for training will NOT be counted towards weekly maximum (see ‘Hours of Work’). Student Assistants may not exceed 8 hours of work per day or 40 hours of work per week under any circumstances.

Additionally, Student Assistants working for the UC have full access to Lynda.com and the 1000+ online learning opportunities within it.

Pay
Student assistants not working in academic titles are paid on a biweekly basis and with payday scheduled for every other Wednesday. Paychecks for the entire University of California are issued and distributed from the UCPath Center at UC Riverside. It is recommended that each employee enroll in direct deposit through their UCPath portal so that they receive their pay in a timely manner. Check with Library HR if you have any questions regarding your pay.

Shift Differential
A shift differential of $.37 per hour will be paid should you work four or more consecutive hours after 5 PM during an assigned shift. The differential will also apply to all hours worked during that same day.

Payroll Deductions
Exemption from Medicare and Defined Contribution Plan Deductions: Effective April 1, 1995, students employed at UCSB must meet both of the following criteria to maintain their exemption from Medicare and DCP deductions:

1) Total work appointments must be 50% or less.

   AND

2) Must carry at least the following course loads:
   - Undergraduate students: 12 units
   - Graduate students: 8 units
   (Graduate students enrolled and approved for advancement to Doctoral candidacy meet the minimum unit requirement.)

Failure to meet either of these criteria will result in the deduction of a Medicare tax and a University’s Defined Contribution Plan (DCP), which is the alternative to Social Security taxes. DCP deductions remain in the individual’s account until termination of employment of the University system and request for distribution. How the funds are distributed will affect whether the amount will be taxed or not at that time.

Non Resident Alien Tax
The Internal Revenue Service requires that non-resident alien employees have an additional tax per week withheld from their pay.

Pay Increases
All Library positions for student assistants have been classified within the University’s Student Assistant Series and have been assigned a competitive wage range. Additionally, student assistant job performance is evaluated on an annual basis at the end of each calendar year, and, depending upon availability of funding, Library student
assistants (who average 6 hours of work per week per quarter) will receive a pay increase for a satisfactory (or higher) evaluation.

Increases will coincide with the biweekly pay period immediately following the start of the calendar year. Increases will not be given retroactively, so it is imperative that evaluations are submitted to Library HR prior to quarter end or immediately following the end of the calendar year. Increases for eligible students whose evaluations are submitted after the deadline will be granted on the next biweekly cycle following the submission of the evaluation. Students hired Fall Quarter or later will not be eligible for an increase until the annual performance evaluation in the next calendar year.

**Hours of Work**

While enrolled at UCSB it is important to remember that you are a student first. The UCSB Library places emphasis on academic success as a main priority for our student assistants.

Students may work a maximum of 19.5 hours per week during the period from the first day of classes through the end of finals week. Hours of work are not guaranteed and are assigned based on operational need and funding. Exceptions to the 19.5 maximum work hours are as follows:

- Students with active Work–Study may work up to 40 hours per week (if willing) until those Work-Study funds are exhausted.
- Students working during Summer Quarter may work up to 40 hours per week, regardless of summer session enrollment.
- Students who have graduated may work until the end of the following quarter for up to 40 hours per week.
- Exceptions for this policy may be approved by the Library Human Resources Office by contacting Brandyn Gibson in writing stating your reason(s) for seeking an exception.

Under no circumstances may a student assistant work more than 40 hours per week.

_Notify the Library Human Resources Office if you are working concurrently in any other campus departments._

**Timecard Approval Protocol**

Kronos is the official timekeeping system for the University of California Santa Barbara. Employees are responsible for accounting for their hours worked with electronically entered time stamps, either through a time clock or computer. Any discrepancies with hours worked and timecard totals must be resolved with the department supervisor by the end of each week.

Employees are responsible for approving their timecard. Failure to approve your biweekly timecard by the Tuesday following the pay period close will result in the withholding of your paycheck until the proper approvals are obtained. Please note that both your approval and that of your supervisor are required before your paycheck is processed. The Kronos system maintains a full audit trail of timecard transactions that is kept indefinitely, and the University may use these records as equivalent to printed physical timecards or time sheets signed by you.

**Work Schedules**

Employees are expected to maintain their work schedules throughout the quarter, including mid-terms, finals, and holiday periods. Most units will arrange special work schedules for finals week, but make sure to check with your supervisor before you agree to a work schedule for the quarter.

Changes from your assigned working hours must be approved by your supervisor. If anything prevents you from reporting to work on time, notify your supervisor immediately. If you foresee recurring problems with meeting your
schedule, discuss it with your supervisor, who will decide if a schedule adjustment or reduction in hours can be accommodated by the department. Frequent tardiness or absences may result in termination of employment.

**Rest Periods**
Fifteen-minute breaks with pay are scheduled at the convenience of the department for employees who work more than 3 consecutive hours during a shift. Breaks cannot be accumulated, added to another break, or taken at the beginning or end of a work shift. University policy states that rest period privileges may be withdrawn if abused. Breaks are to be taken outside the work area whenever possible; the facilities of the Library Staff Room (4th floor, Ocean Side) & other breakrooms are available to student assistants **ONLY** during your shift.

Employees who work 6 or more consecutive hours are required to take an unpaid meal break for at least one-half hour during their shift.

**Performance Evaluations**
Continued employment is dependent upon the quality of performance. A written performance evaluation is prepared by your supervisor at the end of the quarter during which you were hired, and thereafter at the end of each calendar year. You will also receive an evaluation at the time of separation from Library employment. Additional evaluations may be performed whenever a supervisor feels it desirable, or at an employee’s request.

Performance of assigned duties, attendance record and attitude are among the items on which you will be evaluated. You will have an opportunity to discuss your performance and evaluation with your supervisor, and to make written comments if you wish. These evaluations become part of your work record and may be used when prospective employers request an employment reference, unless you specify that you do not want the results released.

**Grounds for Discipline/Release**
This handbook has outlined the Library’s policies, procedures, and expectations for student assistants. Occasionally the behavior of a student assistant will result in grounds for discipline or release. It is your responsibility to be aware of these conditions and be guided accordingly.

As a student assistant you may be disciplined/released for any of the following reasons:

- Misconduct or failure to perform satisfactorily.
- Dishonesty, theft or misappropriation of University property, fighting on the job, acts endangering others, inappropriate sexual behavior, or other serious misconduct.
- Insubordination.
- Unauthorized use of Library materials, equipment, facilities, or supplies.

**Sick Leave & Holiday Pay**
Pre-approved student assistants who work 50 percent or more of the working hours of the quadra-weekly cycle accrue sick leave and receive pay for any holidays during the pay period. Sick leave and holiday pay are calculated at rates proportional to the percentage of time worked at or above 50 percent. Holiday pay is added to your regular hours on your paycheck. Sick leave may be used in any month following the month in which it is accrued.

Under normal circumstances, student assistants do not accrue vacation hours since employment at 50 percent time or more for six consecutive months is required for vacation accrual.
**Jury Duty**

The UCSB Library encourages all employees to fulfill their civic obligations by performing jury service when called. An employee called for jury duty will be provided an excused absence to respond to a jury summons and will receive normal pay for regularly scheduled shifts. If an employee does not have to attend court, they are expected to report to work. If an employee who works evenings is required to attend court during the day, individual arrangements with the direct supervisor can be made to facilitate the situation. Employees are responsible for the following actions:

- Upon receipt of a juror summons, the employee must promptly present it to their supervisor.
- The employee must then forward the summons to the Human Resources Assistant for placement in the employee’s file. Any changes to the leave required should be forwarded to the supervisor and the HR Assistant immediately.
- Upon completion of service, the employee obtains documentary proof of time served for submittal to the supervisor and HR Assistant.
- Absences due to jury duty will be recorded by HR on the employee’s time sheet.

**Federal Work Study Program**

If you are eligible and have elected to be in the Federal Work Study program, a referral letter from the Financial Aid Office is required to be delivered to Library HR at the start of each Academic Year (Fall Quarter). Supervisors may collect and deliver the referral letters on the behalf of their student assistants. Eligibility in the Federal Work Study Program does not guarantee employment.

**Safety**

Your safety is paramount to the Library. Comply with any safety regulations in your area and report any safety hazards you may notice to your supervisor. Never feel obligated to stay in an area in which you feel threatened by another person or situation in the work environment itself. Contact Building Operations (ext. 3220) or the campus police if you need help.

**Injuries at Work**

Notify your supervisor immediately if you should suffer any work-related injury or illness. Student assistants are eligible for workers’ compensation benefits, and MUST submit an “Employers First Report” within 24 hours of the injury. If you have any questions regarding workers' compensation, please contact Library HR.

**Title IX**

The University of California is an Equal Opportunity/Affirmative Action Employer and discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law will not be tolerated. Student assistants may be faced with unpleasant or upsetting situations. It is the intention of the UCSB Library and the University to take whatever action may be necessary to prevent, correct, or discipline such behavior. As an employee of the UCSB Library you play an important role in the reporting of harassment. It is required that you report any instances that occur while in the workplace that may be related to harassment to the Title IX Office (https://oeosh.ucsb.edu/titleix 805-893-2701).

**Additional Requirements**

New employees are required to read the following regarding Substance Abuse. Please read each of the documents below in their entirety:

- UC Policy on Substance Abuse
- UCSB Alcohol & Drug Program website

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Library Expectations

Library operations and staffing depend in large part on student positions. The Library is a public service department, assisting faculty, students, and the general public with their teaching and research needs. Library student assistants are expected to conduct themselves in a professional and courteous manner during their employment here, and to recognize the importance of their assigned duties and obligations to the operation of the Library and its service to the public.

Absences and Tardiness
As a student assistant, you are expected to work your shifts as scheduled. Should you need to change your schedule, it is your responsibility to cover your shift with a replacement that is trained to do the specific duties you are assigned unless otherwise approved by your supervisor. Two unexcused absences will result in immediate termination. Absences related to extenuating circumstance, such as the death of a close friend or relative, may be excused at the Library’s discretion. Contact your supervisor immediately if you are going to be absent for any reason.

Absences due to illness: Employees must contact their supervisor immediately if unable to come to work because of illness. A note from your doctor or student health is required for illness related absences lasting longer than two days. Any absence during finals week requires a note from your doctor (or student health). Failure to provide a note will result in immediate termination. Please do not come in to work sick as many illnesses spread easily. Additionally, please do not come in sick and then leave shortly thereafter, as this leaves the Library with few alternatives for coverage of your shift.

If a Student Assistant has a sick leave balance, they may choose to use this balance to receive pay for any shifts missed due to illness. Student Assistants seeking to use their sick leave must notify their supervisor or Library HR so that the sick leave can be entered into their timecard.

Tardiness: Employees are expected to arrive on time to their scheduled shifts. Arriving 10 minutes (or more) late to a scheduled shift will result in one “tardy.” Three tardies per quarter equals one unexcused absence.

Dress Code
Student assistants are expected to be neat, clean, and appropriately dressed to maintain a business-like demeanor. The way we appear is an important form of non-verbal communication, which creates in others an impression about the Library as a competent and professional academic resource. When on duty, you represent the Library. Your appearance directly affects our patrons’ experiences. For safety requirements closed-toe shoes and shirts must be worn at all times during your shift.

Change of Address and Phone Number
It is the responsibility of each student assistant to maintain their contact information in the UCPath System. Official tax and legal documents may be sent to the address on file.

Personal Phone Calls and use of Smartphones
Personal calls should not be made on office phones in the Library, nor should your receive personal calls unless it is an emergency. Use of any cellular phones are not permitted while at work. If you have a special circumstance for which you need to keep your personal phone available to you, please discuss this with your supervisor and requests will be approved on a case by case basis.

Library Equipment
All Library equipment including computers, typewriters, photocopy machines, etc. are to be used by employees for Library business only.
Audio Equipment
Radios, CD players, iPods, etc. are not permitted for personal use in public areas of the Libraries. Use of these devices in non-public areas varies from one department to another. Please consult your supervisor regarding the use of personal audio equipment in your unit. Supervisors may deny use of personal audio devices if the work of the unit is negatively impacted.

Food and Drink
Drinks and food are permitted in the Library; however you should check with your supervisor to make sure that there is not a different policy regarding food and beverages in your department. The Library Staff Room is available for your use, and is located on the 4th Floor, Ocean Side.

Leaving Employment
All student assistants wishing to end their employment with the UCSB library must submit to their supervisor a Termination Form. Failure to do so may result in delayed final pay. Final pay will be administered on the next scheduled pay day via its normal distribution (Direct Deposit, or mailed paper check).

Academic Study
If you would like to broaden and expand your knowledge and experience in libraries, consider applying for graduate studies in Library and Information Science. The Library Human Resources Office will be happy to talk to you about the field should this be a career interest.

Congratulations on your new job! Feel free to contact us if you have any questions regarding your employment.