

STAFF LOUNGE

You are permitted to use the Library staff lounge while on break and/or during lunch. The lounge is not to be used as a study hall. Please be considerate of others by leaving the area you use clean and tidy. Students working past 5 PM may check out the staff lounge key from the Circulation desk.

TELEPHONE

Library telephones are for business use. Cell phone usage may vary by department, please check with your supervisor.

TERMINATION OF EMPLOYMENT

Please give your supervisor at least two weeks notice if you intend to leave your job.

Certain rule violations in each department are grounds for IMMEDIATE dismissal. Your supervisor will make you aware of such violations at the start of your employment. You can expect to be given a warning for other violations.

TIME SHEETS

Every student must turn in a time sheet for each pay period. Your supervisor will show you how to fill out your time sheet. It is imperative that you sign your time sheet AFTER you have worked your last day in a pay period, but by Monday, at the latest, of the week preceding pay Friday. You must always use INK on your time sheets – pencil is not valid.

Students occasionally forget to sign in or out for a shift. If you have forgotten one or the other, notify your supervisor as soon as possible. If errors are noticed on a completed time sheet, your supervisor will write in and initial your missing arrival or departure time. You must also initial this change. Your supervisor will only be able to write in time that he/she can personally attest that you were at work.

If you forget to both sign in and out for a given shift, and you do not notify your supervisor, you WILL NOT BE PAID for that shift. Exceptions to this policy are made when holidays require your supervisor to project your hours in advance.

Be sure to write the exact time of your arrival and departure to work. **DO NOT ROUND YOUR TIME.** Always use an ink pen, not pencil, on your timesheet

Administrative Services cannot submit your time sheet for payment unless it is **SIGNED BY BOTH YOU AND YOUR SUPERVISOR.** If your time sheet is turned in late to Administrative Services, your paycheck will be late.

VISITORS

Students are not permitted to receive visitors during working hours. Please discourage friends from phoning or visiting when you are working.

LSU LIBRARIES

STUDENT ASSISTANT HANDBOOK

STUDENT ASSISTANT HANDBOOK LSU LIBRARIES

Welcome to the staff of the LSU Libraries! Student assistants are critically important to the Libraries, and we hope that your work experience here will be rewarding for you. Your contribution to our efforts in attaining the Libraries' goals will be appreciated by your supervisors and other permanent staff of the Libraries, as well as our many patrons.

As a SERVICE organization, our main goal is to help our patrons fulfill their informational needs. When you join the staff as a student assistant, you become a REPRESENTATIVE of the Libraries. Always make an effort to be courteous and helpful. If you cannot answer a question, find a staff member who can. Misinformation can be worse than no information. Directing a patron incorrectly can cause a great deal of frustration, especially if this happens repeatedly. Even if you never deal directly with patrons, remember that the CARE and ACCURACY you put into your work will help patrons locate what they need. We expect our student assistants to be considerate, responsible, and conscientious on the job.

Please read these guidelines CAREFULLY.

LUNCH/BREAKS

Students working a full day (8 hours) are allowed a 15 minute morning break (paid), a 30 minute lunch (non-paid), and a 15 minute afternoon break (paid). Students working continuous 4 hour periods are allowed a 15 minute break (paid) and should be taken approximately in the middle of the work shift.

COMPUTERS/LAPTOPS

Use of library computers by student assistants is limited to library business use only during work hours. Laptop usage may vary by department, check with supervisor.

DRESS

Appropriate dress is required throughout the Libraries but some departments have more specific requirements. Consult the dress code policy.

ELIGIBILITY

To maintain your eligibility to work, you must be a FULL-TIME student. For undergraduates, this means 12+ credit hours per semester and 9+ credit hours for graduate students. Notify your supervisor immediately of any change in the number of hours in which you are enrolled. Students on academic probation will not be allowed to work.

SUMMER EMPLOYMENT

Only students who are attending summer school, OR who are pre-registered as a full-time student for the fall semester and who were full-time the entire spring semester, are eligible to work during the summer.

FOOD/DRINK

Your supervisor should inform you of food and drink policies relevant to your department.

ID BADGES

All staff members, including student assistants, must be issued identification badges.

DIRECT DEPOSIT

All employees are required to participate in direct deposit of their pay. Direct deposit can be checked on your PAWS account. Your first paycheck may be late, due to the time involved in getting your forms processed through Student Aid and Student Payroll.

RATE OF PAY AND RAISES

Standard student pay is minimum wage, which is currently \$7.25/hour. Raises may or may not be granted each semester, and are based on MERIT. Supervisors can give raises up to 25 cents per semester when applicable, at their discretion. Performance evaluations will be conducted annually, this may affect pay raises.

RECOMMENDATIONS

Student supervisors are often asked by potential employers to provide letters of recommendation for present or past student assistants. Although there may be little or no correlation between the skills required for your library job and your future career, your library job will provide you with the opportunity to showcase skills you already have or to develop new skills important to future employers. Dependability, the ability to work with others, initiative, problem-solving ability, and attention to detail are critical to almost any profession. Keep in mind that supervisors can provide you with valuable references in the future.

SCHEDULES

LSU Libraries recognizes that your school work is, and should be, your first priority. Nevertheless, your ability to adhere to a certain schedule is a basic precondition for employment.

Please provide your supervisor with a copy of your LSU-generated class schedule. You and your supervisor will draw up a schedule that you will be expected to maintain. If you cannot work a given shift, or need to adjust your hours in any way, you must get permission in advance from your immediate supervisor. If you are ill or have an emergency, you MUST call your supervisor to let them know that you cannot work your scheduled hours.

The MAXIMUM number of hours you may work per week while classes are in session is 20. During intersession, you may work as many as 40 hour per week, with the permission of your supervisor. The University does not permit overtime. Students who work in excess of the permitted hours in one week are subject to termination.

EXAM PERIODS

Your supervisor is prepared to adjust your work schedule during exam weeks. As with any other schedule modification, you MUST make arrangements with your supervisor in advance.