

Student Guidelines: Preservation Department

Timecard and Payroll Information:

- Start a new timecard at the beginning of each pay period.
 - Be sure to write your name on the front.
 - On the top right hand side of the timecard, write “Pres” for “Preservation Department, and “WS” for work-study (unless you were hired as “hourly”).
- Sign the back of the timecard to certify that the times on the time card are actual work times for you.
- Clock in and out for each portion of time you work.
- Mistakes on your timecard must be initialed by a supervisor as soon as possible. We need an accurate record of your hours.
- Time worked is rounded up or down to the nearest ¼ hour.
- The pay schedule is posted near the time clock, or you can view the [payroll calendar](#).
- You can view your pay advice by logging into **myCU** at <https://my.cu.edu> and navigating to the MY.PAY tab. It may take several days after you have completed your new hire paperwork for this tab to become available. The first pay advice will not appear until your first paycheck has been issued.

Terms of employment:

- Trial period
 - The first 6 weeks are a trial period.
 - There are times when the job and person just do not fit, in spite of careful interviews with potential employees. If we find that this is the case during the trial period, we may discontinue your employment with no advance notification.
 - Alternatively, if you find that the job is not right for you, you may quit with no prior notice during the trial period. Let us know that you are ending your employment so that we can adjust our plans and staffing as needed.
- After the 6 week period we will give you two weeks’ notice if it is necessary to terminate employment, unless there is a gross violation of policies.
- Please provide us with two weeks’ notice if you decide to leave.

Work hours and breaks:

- Work hours are usually 8:00 am to 5:00 pm. After your training period you may be able to extend that period if you have permission and a staff member is present.
- You may take one 15 minute break for each 4 hour shift (do not clock out for this break). Clock out if you need a break during short shifts.
- In addition to the formal breaks, we encourage you to take short breaks about every hour to refresh your mind and to avoid repetitive motion injuries (see Work Environment below). Feel free to get up, stretch and move around.

Food and Beverages:

- The staff lounge is available for you for breaks or lunch. You are responsible for removing your items from the refrigerators in a timely manner so they do not spoil. With notice, the refrigerators are cleared out on a periodic basis and unclaimed items, along with their containers, will be discarded.
- You might be able to eat some types of food at your work station (dry snacks, for instance). Check with your supervisor to be sure and refer to the Department’s food policy below.
 - **Food & Beverage Policy:**
 - General Area: Food to be shared can be open during the day, but will be properly stored overnight. No uncovered beverages.

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- Book Repair room:
 - No food – ever.
 - No uncovered beverages.
- Workstations:
 - No uncovered beverages.
 - Food that is stored at workstations must be stored inside closed metal tins or sturdy, sealed plastic containers (not plastic bags or disposable containers) such as Tupperware.
 - All liquids will be stored in containers with closed lids.
- Food wrappers or unwanted food will be disposed of in the staff lounge or in the trash in the NUC room.

Work Schedule and Schedule Changes:

- Work Schedule:
 - You are expected to work a minimum of 6 hours per week. We encourage you to work more hours during your training period to facilitate training.
 - While occasional absences or changes in your schedule with notice are to be expected, we do expect you to work the number of hours per week that you committed to when hired. If you need to reduce or increase the hours, discuss this with your supervisor.
- Schedule Changes:
 - Check with us about working extra over vacations or breaks. Sometimes that is a good option for getting extra hours.
 - If you need to re-schedule because of exams or other assignments, discuss this with your supervisor in advance.
- Illness or other absences:
 - Always notify us when you cannot come to work during a scheduled time, preferably giving us 24-hours' notice.
 - If you are ill, please let us know as soon as you can.
 - If you want to vary your regular schedule, be sure that you have an agreement about this with your supervisor.
- If you are working for more than one units, check to see where you are needed if you do not already know where you are working for the day.

Communication:

- If you are notifying us by email or phone, always leave notice with two staff members *if you do not speak to someone directly*. If one staff member is absent, an email or phone message may not be picked up or communicated otherwise.
- Sometimes we send work assignments or work messages over email. Please keep current with your email correspondence with us. Go to <http://www.colorado.edu/policies/email.html> for additional information.

Health and Safety:

- Library workers can be susceptible to repetitive motion injuries.
 - Use two hands for larger books.
 - Vary your tasks and the way you do your tasks.
 - Notify us immediately if you have any symptoms or injuries (shoulders, wrists, arms, legs, backs or other parts of the body begin to ache, tingle, or become numb.)
 - If you are working at the computer for a long stretch of time, use the stretching exercises

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available via the desktop shortcut or go to

<http://www.ojweb.com./data/Computerstretches20022%20ages.pdf>.

- Be aware of your surroundings and your personal property. If you notice anything that seems suspicious, notify your supervisor.
- Update us with your address changes and changes in emergency contacts.
- Read and know the location of the Libraries Emergency Quick Reference.

Required training:

- Handling Library Material
<http://www.bodley.ox.ac.uk/dept/preservation/training/handling/cleanhands.htm> (required)
- Discrimination and Harassment Training
All student employees must complete the Discrimination and Harassment on-line training by the end of their first semester. You are paid for this training and can do it during a shift or outside of work. If you complete the training outside of work, record your beginning and end time and have your supervisor adjust and approve the entry on your time card. The course takes between 45 minutes to an hour. Students must score at least a 75% on the quiz at the end, but can retake immediately if they score lower.
Instructions on how to access the CU Boulder Discrimination and Harassment online training:
 - Logon to the MyCU portal at <https://my.cu.edu>
 - Click the **MY.TRAINING** tab
 - Click, **Click here for SkillSoft – CU’s Online Learning and also CU’s Instructor Led Training**
 - Click **Catalog**
 - Click **University of Colorado Courses** to view the expandable folder structure
 - Click the **Human Resources** folder
 - Click the course title, **CU: Discrimination and Harassment–CU Boulder**, then **[Launch]**

Miscellaneous:

- **All** Library patron information is confidential. If you will be working with the Circulation system, we will provide additional training about this.
- You may listen to music with earphones, with your supervisor’s approval. It might be unwise to listen to music while performing some tasks.
- Keep non-library telephone conversations to a minimum.
- You may take a few minutes to check your email a couple of times a day while you work. Do not spend work time “surfing the net.”
- During work, you may encounter a book that you find interesting. You may take a minute or two to take a closer look, but don’t start reading the book, however tempting. You can place a “Hold” on the book so you will be notified when it is available.
- If you are leaving the department for more than a short break, tell someone where you are going or mark it on the board.
- We have lockers where you can store your personal belongings. In addition, the file cabinets under the Marking workstations can be locked. These are all available on a first-come-first-served basis.

NOTE: These guidelines are available online at

http://uclibraries.colorado.edu/preservation/student_manual/StudentGuidelines.pdf