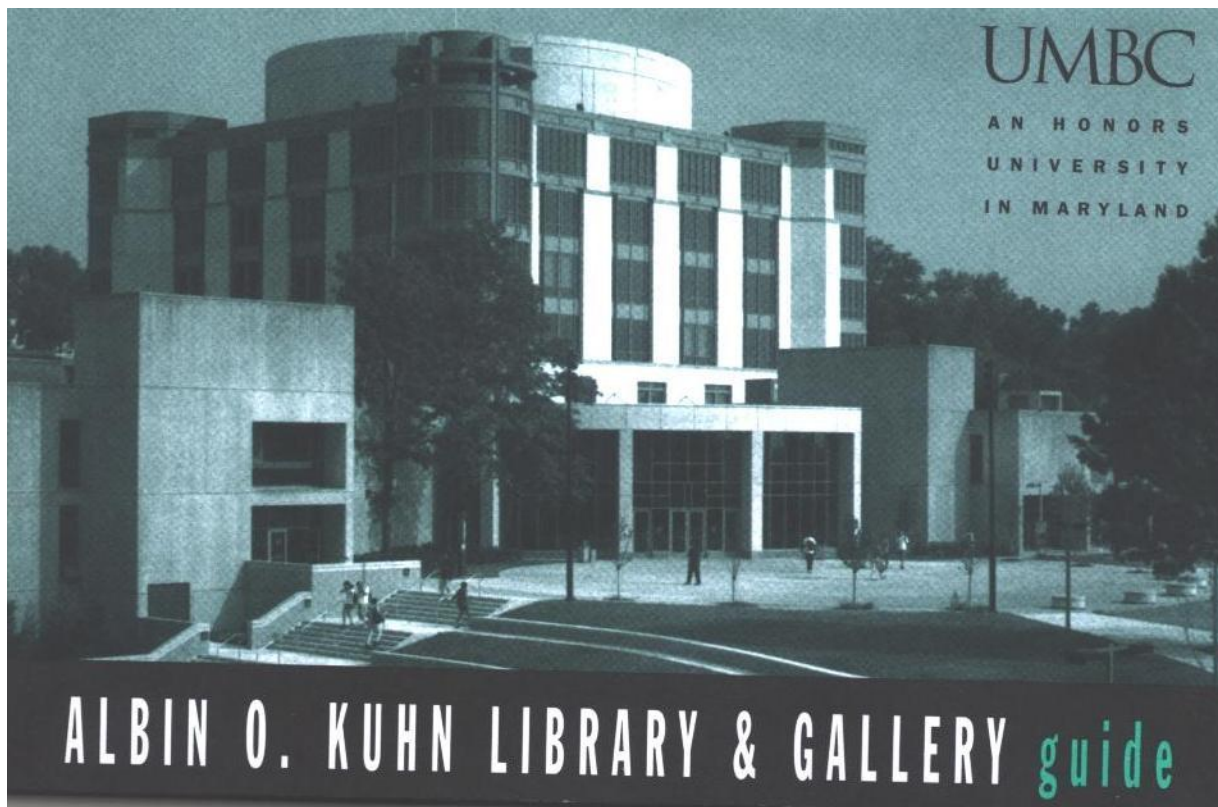


**ALBIN O. KUHN LIBRARY & GALLERY
UNIVERSITY OF MARYLAND
BALTIMORE COUNTY**



STUDENT ASSISTANT'S MANUAL

September 2012 - 2013

Greetings,

Welcome to the Albin O. Kuhn Library & Gallery. We're Delighted you'll be working with the staff to provide high-quality information services for fellow students, faculty and staff at the University.

To achieve this quality, we need to work together as a team, according to the following guidelines.

Larry Wilt
Director of the Library



YOUR WORK SCHEDULE

Your supervisor will establish a work schedule with you ordinarily for 10 hours per week. After that, it's **your responsibility** to honor your work schedule. This means you should:

- Come to work on time
- Call your supervisor immediately if you're sick or have a emergency. Failure to call can lead to dismissal!
- Talk to your supervisor right away if you need to change, Increase, or decrease work hours.
- Ask your supervisor whether you can schedule make-up hours if you miss work time for a legitimate reason.
- Give your supervisor advance notice if you resign.

BREAKS

- Your supervisor may allow a break of up to 15 minutes if you work three or more consecutive hours. (Timesheets **must** show a break after **six hours** of work.)
- Breaks shouldn't be taken in the work area, but you're welcome to borrow the key to the staff lounge (room 355) or have a snack in the entry atrium/24-hour building lounge.
- Breaks can't be taken at the end of the work period or cumulated.

WEATHER EMERGENCY:

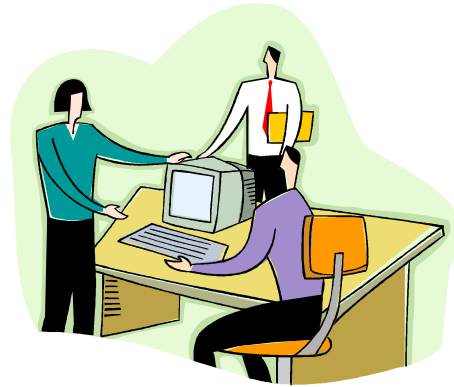
**Listen to WBAL 1090 AM / 98 FM
WBAL TV 11, WMAR TV 2, WJZ TV-13,
Cell Phone Text or email from Campus**

Campus

410-455-6789

- If the University cancels classes due to weather, but is still open for employees, Please try to report to work.
- If the University is closed, please don't report to work.
- We **cannot** pay you for any hours not worked, regardless of cause.

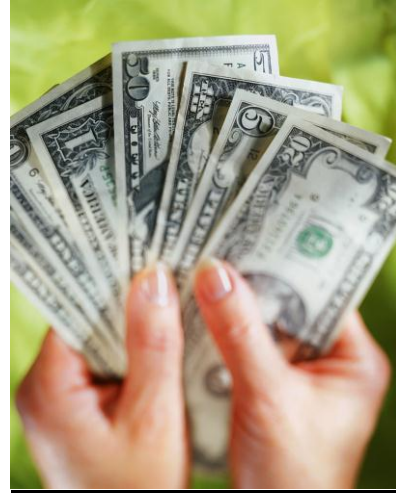
Your Work:



Your supervisor (and other staff) will show you what is expected and how to do it well:

- To work quickly.
- To work accurately.
- To follow procedures.
- To use equipment and supplies properly.
- To be polite and helpful when working with library users and with co-workers.
- To ask your supervisor immediately if you don't understand An assignment, or have other questions.
- To report immediately any problems you see. Clear and present dangers (overflowing water, broken windows, etc.) should be reported to staff on duty at the Security Desk. Other, less threatening problems should be reported to your supervisor.
- To keep all records of library use confidential (^cause it's the law!).
- To report any work you're not able to finish so that someone else can pick up where you left off.
- To dress appropriately. The way you dress influences the way users see the Library, so we expect a clean and presentable appearance that won't offend users or disrupt the workplace. Shoes or sturdy sandals are mandatory for safety.
- To avoid personal phone calls or visits from friends that would obstruct or delay your work.

"TIME IS MONEY"



Timesheets:

You'll be paid in two-week intervals for hours reported worked on your timesheet.

- Ink only, no whiteout.
- Neatness counts
- Get your supervisor to initial time in and time out.
- Work in blocks of Quarter, Half or Whole hours **only**.
- Please use decimals when calculating (**exp: 30 min = .5 , 45 min = .75, 15 min = .25**)
- Sign your timesheet when you finish work for the week.
- See the sample timesheet below.
- Please do not use Military Time.

**UMBC LIBRARY
STUDENT ASSISTANT TIMESHEET**

Pay Period 10/20/02 – 11/02/02
(Supervisor will complete)

Student's Name: Joe Library
(Please Print)

Circulation
Employing Unit(s)

Fund Source: Library Gallery FWS
(circle one that applies)

FIRST WEEK	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
DATE	10/20	10/21	10/22	10/23	10/24	10/25	10/26
TIME IN			12:00				
TIME OUT			2:30				
TIME IN							
TIME OUT							
TOTAL HOURS THAT DAY			2.5				

SUBTOTAL HOURS WORKED IN FIRST WEEK : 2.5

SECOND WEEK	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
DATE	10/27	10/28	10/29	10/30	10/31	11/01	11/02
TIME IN				12:00			
TIME OUT				4:00			
TIME IN							
TIME OUT							
TOTAL HOURS THAT DAY				4			

SUBTOTAL HOURS WORKED IN SECOND WEEK: 4

GRAND TOTAL HOURS WORKED IN TWO WEEKS: 6.5

Kuhn Library
Student's Signature

X Pay Rate per hour: \$ 7.25

Jill Hunter
Supervisor's Signature

Bonus Amount: \$ _____

= Gross Pay Due: \$ 47.13

- **Paychecks:**

We submit your hours worked immediately after the Two-week “pay period” is over.

The State of Maryland Issues paychecks two weeks later on Friday.



Distribution of paychecks are handled in “***Bibliographic and Metadata Services Department***” located on the (1st floor of the Library).

Checks will be issued upon presentation of acceptable identification. Paychecks not picked up by the end of the day on the Monday after the pay day will be mailed to address shown on the check.

Distribution Times:

Friday Payday	1:00 to 4:00 PM
Monday following Payday	10:30 AM to 4:00 PM

RATE OF PAY:

Wages are based on how well you do your work
Your supervisor(s) will help you to improve through:

- Initial and follow-up training
- Ongoing coaching

THE LIBRARY'S STUDENT'S PAY PLAN

Wage Scale:

Starting Salary:

- +\$7.25 (Minimum wage)
- +\$7.75 (After 4-week Training – Basic)
- +\$8.50 (Special Skills & Responsibilities)
- +\$9.50 (Starting Wage for LITS Students with Hardware, Software or Networking skills.)
- +10.50(Enhanced Starting wage for LITS Students with additional programming, web development, Mac/Apple or needed applications skills).
- +10.50 (Enhanced starting or promotional wage for students who are placed in positions Requiring an unusual level of responsibility or extensive expertise.
- +11.50 (Advanced Skills & Responsibilities)

Merit Increases:

Student Evaluations
Merit increase is \$0.25
Must Exceed Standards to receive merit
Raises only given in Fall and Spring Semesters

Federal Work Study

Student assistants holding Work-Study awards can only earn up to maximum award amount established by UMBC's Financial Aid Office. Work after the semester or for payment in excess of your award may be limited by the terms of your aid package. You should consult your financial aid counselor and discuss your situation with your supervisor.

**STUDENT ASSISTANT EVALUATION
ALBIN O. KUHN LIBRARY & GALLERY, UMBC**

STUDENT NAME:

STUDENT'S SUPERVISOR:

EMPLOYING UNIT:

EVALUATION PERIOD:

KEY: O = Outstanding A = Above Average S = Satisfactory N = Needs Improvement U = Unsatisfactory	O	A	S	N	U
Observes policies & procedures; follows verbal & written instructions, asking pertinent questions if matter is unclear					
Maintains work schedule, is punctual, calls promptly in case of illness or other emergency					
Signs in & completes timesheet properly					
Works efficiently without close supervision					
Comportment and attitude toward job					
Accepts constructive criticism					
Cooperatively serves library users & assists fellow employees					
Quantity of work produced					
Quality of work produced					
Takes good care of materials, supplies, and equipment					
Understands job					
Overall performance					

EVALUATION OF: _____
name

List skills or training which student has exhibited or received in this unit (e.g. word-processing, bibliographic searching, etc.), and describe any special projects assigned:

Assess potential to undertake duties of greater complexity and responsibility:

Provide examples of and comment upon any outstanding, above average, below average, and/or unsatisfactory performance:

Recommend whether the Library should continue to employ this Student Assistant.

___ Yes, I recommend continuation/re-hire.

___ No, I do not.

___ Only under following conditions:

Supervisor's signature

date

**student's signature implies
neither agreement nor disagreement.**

* Once an evaluation is complete and the student's signature has been obtained, please indicate:

- Exceeds Standards**
- Student Meets Standards**

IMPORTANT PHONE NUMBERS

Accounting and Receiving	-455-2350
Administrative Offices	- 455-2356
Acquisitions	- 455-3021
Bibliographic and Metadata Services	- 455-2344
Circulation Desk	- 455-2354
Collection Management/Interlibrary Loan	- 455-2341
Information Technology Services	- 455-3040
Gallery	-455-2270
Library Media	- 455-2332
Reference/Information Desk	- 455-2232 or 2346
Serials	- 455-2343
Special Collections	- 455-2353

Other: _____

Other: _____

Library Security Desk **X52331**

In Case of Emergency
Call UMBC Campus Police **X55555**

I:Libdocs/forms/students/student manual
Updated: 8/29/2012 jh