Welcome to the Temple University Libraries. We're delighted you'll be working with the library staff to provide high-quality information services for your fellow students and the University's faculty and staff.

To achieve this quality, we need to work together as a team, according to the following guidelines, which apply to student employment and for which you will be responsible.

CONTENTS:
- Eligibility for Employment
- Work Schedule (incl. Breaks and Weather Related Emergencies)
- Time Reporting Requirements
- Work Routines & Responsibilities
- Your Pay

ELIGIBILITY FOR EMPLOYMENT
To be eligible for employment in the University Libraries, students must be registered for the semester and may be asked to provide proof of registration. Summer employment may also be available. Temple University requires that you complete an I-9 “eligibility for US employment” form, tax forms, and a “student employee disclosure” in order to establish your eligibility for employment at Temple. You cannot be added to our employee payroll until all required forms have been fully completed online and the proper ID presented to Human Resources. Once you receive confirmation of your electronic signature, you must bring it to the Administrative Office on the mezzanine level of Paley Library so your supervisor can be notified when you may begin working.

If either your student or visa status changes, you must notify your supervisor immediately. Employment may be suspended pending the outcome of the status change.

YOUR WORK SCHEDULE
Your supervisor will establish a work schedule with you, ordinarily for 10 to 20 hours per week. Temple University generally prohibits students from working more than 20 hours per week.

It is 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 some other emergency. You must notify your supervisor before the start of your shift. Failure to call can lead to dismissal!
- Talk to your supervisor right away if you need to change, increase, or decrease your work hours.
- Give your supervisor at least one week advance notice if you plan to take time off.
- Ask your supervisor whether you can schedule make-up hours if you miss work time for a legitimate reason. Make-up hours cannot always be scheduled.
- Give your supervisor two weeks advance notice if you intend to resign.
WEATHER EMERGENCIES

Temple University strives to open at all times. Even if classes are cancelled due to severe weather, the Libraries will still be open for business unless it is announced that the University is closing completely.

You should therefore call the Temple Hotline, 215-204-1975, or check Temple’s homepage for updates.

If the University has not closed completely, you should report to work or contact your supervisor for guidance or to discuss travel difficulties.

We cannot pay you for any hours not worked, regardless of cause.

WORK ROUTINES

Your work and work habits reflect on the Library. It is important that you are courteous, alert, and helpful at all times. Please be mindful that questions outside the area of your assignment should be referred to full-time library staff. You are expected to complete your assigned tasks and you should discourage your friends from visiting or calling while you are working. Check with your supervisor for any departmental work rules for which you will be held responsible.

TELEPHONES, PHOTOCOPIERS, COMPUTERS, AND OTHER EQUIPMENT

All equipment provided by the Temple University Libraries is for use only in performing library work assignments. The workplace telephone is for University uses only. You are not to make or receive personal calls except for emergencies.

DISMISSAL

A student will be dismissed immediately for any of the following reasons:

1. Falsifying time records
2. Insubordination
3. Failure to report any change in eligibility status
4. Excessive absenteeism/lateness
5. Inefficiency
6. Disorderly conduct

REPORTING TIME WORKED

You'll be paid every other week for hours reported worked in the previous two weeks as confirmed by your supervisor. It is your responsibility to register your hours. You will not be paid for time not reported.

Depending on your specific department’s policy, you will use either a time clock or web access to clock in and clock out when your shift is over. You must clock in whenever you report for work.

*** Remember, if you don't do it right, you might not get paid! ***

Reminder:
It is your responsibility to register completely and correctly the hours you work. Per University policy, falsification of hours worked is grounds for immediate dismissal. In addition, any suspicion of falsified time logs will be referred to the University Disciplinary Committee as a violation of the University Code of Conduct, which can result in sanctions up to and including suspension and/or expulsion from the University. The University also may refer the matter to the Philadelphia District Attorney's Office.
BREAKS

• If you work more than five consecutive hours, you are required to take at least a 15 to 30 minute unpaid break. You must clock in and out for breaks, either via the time clock or web access. If you do not record a ½ hour break, your supervisor will assume that you have taken it and will adjust your timesheet accordingly.
• Breaks cannot be taken at the end of the work period or cumulated.
• Breaks should not be taken in the work area.
• Student workers in Paley Library may use the Staff Room (basement level, room no. 028) for lunch or dinner breaks. There are soda and candy machines available, as well as a refrigerator, microwave oven, and stove. Please remember to clean up after yourself and turn off or close any appliances you may have used.

*** Please note this room is for the use of library staff only; you may not admit friends or guests who do not work for the Libraries and you should not use the room for homework, etc. Ask your supervisor for the entry code, which is changed regularly. ***

YOUR PAY

RATES OF PAY

Library student assistants ordinarily start at $7.25 per hour, irrespective of their undergrad/grad student status. Some positions may pay a slightly higher rate due to the responsibilities of the work. After satisfactorily completing two semesters of work in the libraries, you will be awarded a $0.25 per hour raise at the start of the following semester (or summer session as appropriate). Two summer sessions are considered equivalent to one regular semester.

PAY DISTRIBUTION

Student assistants are paid on alternate Fridays for the hours worked during the previous two weeks.

All students hired to work at the University are required to sign up for direct deposit in order to be paid. To view your direct deposit status or to print a copy of your pay advice, go to Self-Service Banner (SSB) through TUportal

Newly hired students who have received notice that their pay will not be direct deposited will be able to pick up their paychecks from the Payroll Office located at the Temple Administrative Services Building (TASB), 1st Floor, 2450 W. Hunting Park Avenue, Philadelphia, PA 19129 before 11:00 am that day only. The TASB Shuttle is available on the half-hour at the Bus shelter on Broad Street and Polett Walk. Paychecks not picked up at that time will be mailed to your official taxpayer address as shown on your W-4 form.

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