

To All Technical Services Student Assistants
From: Christina Viramontes & Víctor Hernández
Date: June 15, 2013
Re: Guidelines



Welcome to the La Sierra University Library Technical Services.

Please read carefully the following guidelines, then print and sign your name in the spaces provided below.

1. **ATTENDANCE.** We regard your agreed-upon schedule as a firm commitment to work those designated hours. Plan your time so that studying and other activities do not interfere with your work time. Evaluate your time relative to your class schedule early in the quarter. Renegotiate your work schedule if necessary. **Excessive absences and tardiness are cause for dismissal.**
2. **ILLNESS.** If you are ill, call your supervisor as soon as possible. For Acquisitions and Cataloging, please call Christina at ext. 2403. For Periodicals, please call Victor at ext. 2409. If unable to reach him, call Christina Viramontes at ext 2403 or the Reference Librarian on duty at ext. 2396. **Do not** leave a message with a student. On Sundays and evenings after 5:00 p.m., your supervisor is the Reference Librarian on duty. You will be given our cell phone numbers in case of an emergency. Remember that **excessive absences and tardiness are grounds for dismissal.**
3. **SUBSTITUTE.** If you will not be able to come in during your scheduled work time, you are responsible for securing a substitute and approval from your supervisor at **least 24 hours in advance.**
4. **PUNCTUALITY.** For Periodicals employees, remember that you are relieving a fellow co-worker. We depend on you to run the department. Further, just as you need to be on time to work or class, she/he needs to be on time to her/his next appointment. For Acquisitions and Cataloging employees, you do not relieve a fellow co-workers, but you still need to be on time.
5. **BE ACCURATE.** We expect the best from you. **"Quality not quantity"** is our motto. Library work is detailed and precise. Please follow instructions carefully. If unclear, ask your supervisor.
6. **VISITORS.** You are working. Inform your friends that they **cannot** visit and chat. Only scheduled employees are allowed in the Workroom.
7. **TIME CARDS.** Report any needed corrections to your supervisor.
8. **MAKE-UP TIME.** You must have prior permission from your supervisor.
9. **WORK BREAKS.** You are entitled to take a fifteen-minute break for each 4-hour block of scheduled work time.
10. **MEAL BREAKS.** Employees may not work more than five hours without a meal break of at least 30 minutes, unless six hours complete the day.
11. **OVERTIME.** Employees are not allowed to work **over time.** That is no more than eight hours a day or more than 40 hours a week.

12. **DRESS CODE.** Dress should reflect good taste and professionalism. The following are never appropriate while working: hats, tank tops, sweat pants, T-shirts with inappropriate slogans, or provocative attire. Open toe shoes or bare feet are prohibited for reasons of safety.
13. **FOOD AND BEVERAGE:** If you have food, please use the desk near the water cooler or the Library staff lounge.
14. **TELEPHONE:** The department telephone is not for personal calls.
15. **COMPUTERS:** No student is allowed to use any of the computers without prior authorization.
16. **CELL PHONES:** Cell phone usage is not allowed. Limit calls to emergencies. Please leave cell with other belongings on the desk near the water cooler.
17. **USE OF SCHEDULED TIME.** There is always something to do. **Do not study, do not do homework, do not use cell phone, or visit other departments.** Doing any of these are grounds for dismissal.
18. **WRITTEN WARNING:** Students who violate attendance rules or instructions will be given a verbal warning by their supervisor. Only one verbal warning will be given. If satisfactory improvement is not made, the employee will either be discharged or a written warning will be issued. Violations following a written warning will be caused for dismissal.

I have read and understood the duties and responsibilities of the Student Assistant Staff described on the preceding pages. My signature below indicates that I agree to comply.

Student Assistant Staff's name

Date

Student Assistant Staff's Signature