

**The University of West Alabama
Julia Tutwiler Library
Student Employee Policy**

ORIENTATION

All student workers are required to read the UWA Policy and Guidelines for Work/Study and attend the Library orientation.

SCHEDULING

At the beginning of each semester, students will fill out a work/class schedule. This will be the student's schedule for the rest of the semester. Any permanent changes in the schedule must be requested and approved by the student employee supervisor. Students may work up to a maximum of 20 hours per week.

EXCUSED ABSENCES

If a student is sick or unable to work, that student must call and speak to the supervisor. If the supervisor is unavailable, the student must call 652-3613 (3677 for Curriculum Library student workers) and speak with another library faculty or staff member.

SIGN—IN

The staff member working the Circulation Desk should write students' time in and time out on the work-study sign in sheet and initial it.

BREAKS

Students are allowed a 15-minute break when they work a four-hour shift. They must ask a staff member for permission before they leave and report in when back. Cell phone use is restricted to break times only.

RESTROOM

Students should use the public restrooms.

DRESS CODE

Students should always dress appropriately while they are at work, adhering to the University dress code. Students should always be neat and clean.

PERSONAL ITEMS

Students should place all personal items (backpacks, purses, etc.) on the shelves located at the Circulation Desk.

COMPUTER USAGE/ STUDYING ON THE JOB

Students may study or use the computers (for academic purposes only) when all library assignments are completed and they have requested permission from the supervisor or the staff member on duty. Studying and/or computer use is restricted to the first floor public space.

FINAL EXAM WEEK

If exams conflict with a student's work schedule, the student must make arrangements with the supervisor to rearrange his or her work schedule.

“THREE STRIKES AND YOU'RE OUT!!!”

Any action that results in a conflict with the Student Employee policy is considered a strike and will be documented. The employee and the supervisor will sign the documented action. The original document will be placed on file, and a copy will be given to the employee. Three documented strikes will result in the dismissal of the employee.

DISMISSAL

A student can only be terminated from the work study programs by the Director of Financial Aid; however, a student employee can be dismissed from his or her job at the Library by their supervisor.