



Policy

Title:	Learning Resource Center Work-Study Position
Effective Date:	November 6, 2017
Approved By:	
Responsible Party:	Learning Resource Center Director
History:	
Related Documents: Improvement Form, Job Description, Phone Numbers, Information Sheet	

I. PURPOSE

To provide employment guidelines for Salus University students employed in the Learning Resource Center through the Federal Work-Study Program. Failure to follow this policy will result in disciplinary action, and can result in termination from employment in the Learning Resource Center and loss of Federal Work-Study funds.

II. POLICY

Attendance

1. If a work-study student must be absent, they must notify their immediate supervisor [Library Technician] or the Learning Resource Center Director of their absence.
 - a. Work-study students are responsible for finding another work-study student to cover their scheduled shift.
 - b. Students who miss a shift and do not find appropriate coverage for their shift will be issued a warning.
 - c. The Library Technician and/or Learning Resource Center Director reserves the right to modify a work-study student's existing shifts should there be a demonstrated attendance issue even after a warning has been documented. This is due to the interest of all students involved.
2. In the case that you will be late to a shift due to a scheduled class or rotation, students are still responsible for informing their immediate supervisor [Library Technician] or the Learning Resource Center Director.
3. Students must notify their immediate supervisor [Library Technician] or the Learning Resource Center Director of any shift changes or coverage.
4. Missing one (1) shift will result in a written warning; a second (2) missed shift will result in termination of employment in the Learning Resource Center.
5. Work-study students who are scheduled for a specific shift must be present for the duration of that determined shift. Tampering with the time clock or hours worked are grounds for disciplinary action or termination of employment.
6. The Learning Resource Center reserves the right to remove names of students that are unavailable for work for longer than one (1) month due to rotations or fieldwork from the active schedule and the work study group e-mail list. Based on previous job performance, you may or may not be re-instated once your rotation or field work is complete.

Training

1. The Librarian or Library Technician will conduct an overview of Learning Resource Center policies, procedures, and training for all Learning Resource Center work-study students.

Disciplinary Action

1. Failure to adhere to the rules enumerated in the above sections will result in disciplinary action. More than one occurrence is grounds for termination of employment.

III. PROCEDURE

Federal Work Study Eligibility

Work study positions at the Learning Resource Center are available through the Federal Work-Study Program.

A student must be eligible for the Federal Work-Study Program to qualify for a student employee position in the Learning Resource Center. It is the student's responsibility to turn in all required documents to the Financial Aid Office before applying for work.

Forms

1. Each award year and prior to working, eligible work-study students must complete and submit a hiring-placement form. This form must include information provided by the cost-center administrator, signed by the cost-center administrator and the student then returned to the Financial Aid Office.
2. A new **work-study hiring placement form** and **I-9 form** must be completed and signed by your supervisor for every department for which you are working each year.
3. **W-4 forms** must be completed if you never worked before, or if your local address has changed. The **I-9** and **W-4 forms** must include your local address for tax purposes.
 - a. Students may sign up for direct deposit of their work-study funds.

Financial Awards

1. Students' work-study awards are for the entire award year (May 2017- May 2018). Students may not exceed the amount of their work-study award.
2. Students may work for more than one department during a pay period; however, students are not permitted to work for than 20 hours total per week.

Learning Resource Center Application

1. Students who have already completed the appropriate paperwork through the Financial Aid Office must also fill out an application with the Learning Resource Center to be considered for employment.

Hours Worked and Time Cards

1. All work completed under this program must be recorded electronically by clocking in and out using the ADP employee portal.
2. Work study students must print a copy of their timecard from the ADP portal at the end of each two week pay period.
3. Time cards are to be signed by the student and a department supervisor and submitted every two weeks. Students can report to any Learning Resource Center full-time staff.
4. Signed and approved time cards are due in the Financial Aid Office or Payroll by 4:30pm the Friday prior to the pay-date. Time cards submitted after this time will be paid out next pay period.
5. **Students are responsible for managing and documenting ONLY their own time. Students are not permitted to share log-in information. Students logging into the ADP portal and/or modifying a time card not belonging to them will be subject to disciplinary action or termination of employment.**
6. Abuse of time cards in this work-study position is subject to disciplinary action or termination of employment.

Job Description

All work study students hired to work in the Learning Resource Center will be provided with a written job description.

Unacceptable Work Performance

Should in the Director of the Library's opinion, and work study student fail to efficiently or effectively perform their expected/required duties in a professional/responsible manner, such student will be required to meet with the Director to review the deficiencies.

If necessary, the student will be provided with a written **Performance Improvement Form** which will document the issues as well as a timeline for improvement as well as list the consequences of failure to improve.

Salus University Job Description

Title: Work-Study, Learning Resource Center

Department: Learning Resource Center

Reports to: Director, Learning Resource Center

DATE: July 13, 2017

Primary Responsibilities:

- Represent Learning Resource Center in a collegial, professional, and respectful manner.
- Assist patrons with daily routine Learning Resource Center operations.
- Prompt attendance for scheduled shifts.
- Answer phone calls.
- Assist patrons with Circulation tasks, including checking in/out Learning Resource Center materials, looking up materials in catalog.
- Assist with basic printer maintenance and troubleshooting, including re-filling paper trays, answering basic questions about printers and their features.
- Ability to identify major technical problems, and contact TLS Help Desk if situation warrants.
- Work with TLS Help Desk staff to troubleshoot or resolve issue if necessary.
- Other tasks assigned as necessary.

Customer Contacts:

Internal: All - faculty, staff, and students

External: Alumni

Supervision:

Supervision Received: Learning Resource Center Staff

Supervision Given:

Working Conditions: Help Desk, Learning Resource Center

Education/Experience:

Must complete training with Learning Resource Center staff before first scheduled shift.

Learning Resource Center Work-Study Performance Improvement Form

Date:

Name:

To ensure that you receive a good evaluation at the end of the semester, it is suggested that you improve your job performance in the following area(s):

_____ Late to work

_____ Absence from work

_____ Remaining at the Help Desk

_____ Shelving

_____ Patron complaints

_____ Other as listed

Other comments:

Suggestions for improvement:

Student Work-Study: _____ Date: _____

Supervisor: _____ Date: _____

Important Phone Numbers

Name	Position	Phone	E-mail
Marietta Dooley	Director, LRC	215-780-1260	mdooley@salus.edu
Elyssa Mulcahy	Librarian	215-780-1262	emulcahy@salus.edu
Alison Wilk	Library Technician	215-780-1261	awilk@salus.edu

LRC Circulation Desk Phone	215-780-3113
TLS Help Desk	215-780-1444
Security	215-780-1401

Learning Resource Center Work-Study Agreement

Learning Resource Center Hours of Operation:

Monday – Friday: 7:30am – 11:45pm

Saturday & Sunday – 10:00am – 11:45pm

Staff Hours:

Monday - Friday: 7:30am – 5:00pm

Closed for all designated University holidays.

Exceptions to regular hours will be posted.

Work study positions at the Learning Resource Center are available through the Federal Work-Study Program. A student must be eligible for the Federal Work-Study Program to qualify for a student employee position in the Learning Resource Center. It is the student's responsibility to turn in all required documents to the Financial Aid Office before applying for work.

Students who have already completed the appropriate paperwork through the Financial Aid Office must also fill out an application with the Learning Resource Center to be considered for employment.

Students may not begin work until all appropriate, signed documentation has been received by the Financial Aid Office.

Only students employed to work in the Learning Resource Center are permitted to sit behind the Help Desk.

Work-study students are responsible for checking their University e-mail for communications regarding their schedule and availability for the following month. Providing availability does not guarantee a student will be scheduled for all available or requested dates.

Work-study students are required to sign-in the *Work-Study Sign-In Book* located at the Help Desk at the beginning of their shift, and when completing their shift. Students must also clock in to their ADP portal to ensure accurate payroll records. Falsifying any information on timecards will result in disciplinary action, and potentially in termination of employment.

If a work-study student must be absent, they must notify their immediate supervisor [Library Technician] or the Learning Resource Center Director of their absence.

Work-study students are responsible for finding another work-study student to cover their scheduled shift. Students who miss a shift and do not find appropriate coverage for their shift will be issued a warning.

Failure to perform job duties in an efficient/effective manner may subject the student to termination of their work study appointment with the Learning Resource Center.

I have read and understand the above policy in its entirety.

I have read my job description and understand what is expected of me.

Print name: _____

Signature: _____ Date: _____

Work-study Student