



Stony Brook **University** | Libraries

Student Employment Procedures

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Centralization of Student Employment

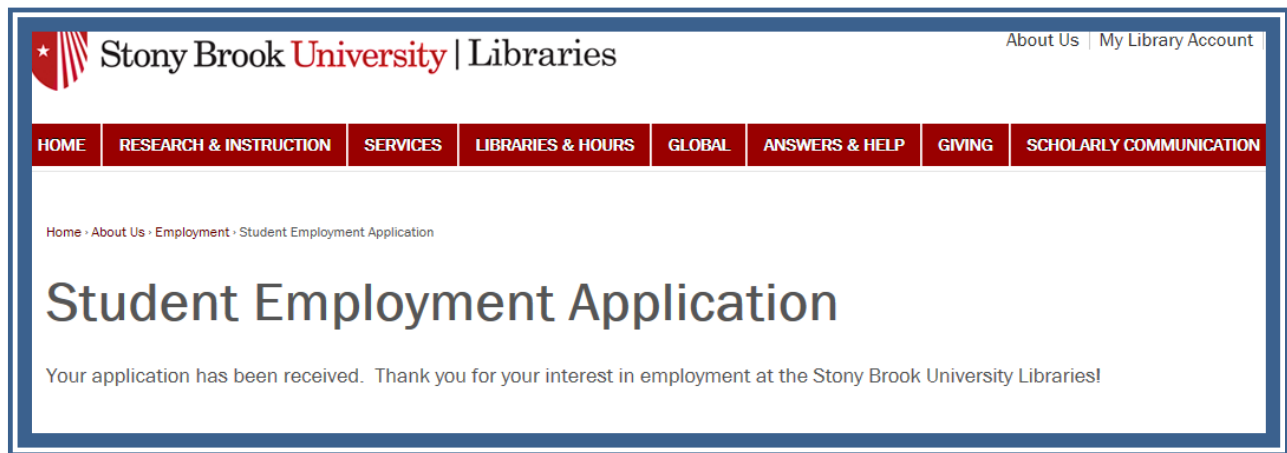
Effective Summer Sessions 2011 the Melville Library and All Branches Libraries and Effective Fall 2012 Health Sciences Library - ALL student employment and student related employment issues were centralized in the Library Dean's Office. The Personnel / Student Employment Office is currently located in Room S-1430B, in the Melville Library.

Reasons for Centralization

- Employee Relations instructed the Library to centralize the Student Employment for the University Libraries.
- To have uniformity in the student employment process.
- Easy access to one central location for prospective students workers, current student staff and supervisors to address employment questions, issues and concerns.
- Provide a neutral place where student staff can come with employment issues and concerns that will be kept in strict confidence and handled in an objective manner.
- Central area for student staff budgetary information.

Student Employment Procedures

- ALL Students must apply on-line to be considered for employment at the University Libraries.
- The online student job application is listed under “Employment” on the University Libraries webpage.
- Students will receive an automatic acknowledgement with the following statement upon submittal of the on-line job application.



- On-line applications will be held active for the semester. There is no need for the student to reapply during the semester, but students should inform Jeanne Quagliata of any changes in their availability and she will update the information on the application.
- Students will be able to reapply each semester.
- We will be able to sort applications of interest (prior library experience, specific skill sets, etc.)
- Work Study Students will have preference in the hiring process.

Filling a Student Staff Position

- Student supervisors must send an e-mail to Jeanne Quagliata listing the vacancies that need to be filled (include the day(s) & hours & number of students needed . Also let us know if you are looking for a particular skillset).
- You will be provided with 3 to 4 applications for your review that indicates the student's available on the day(s) and hours you are looking to fill.
- Student supervisors will contact the students of interest and after you have interviewed with the prospective students, provide Jeanne with your top 2 or 3 students.
- If, for any reason the first choice can not "clear" for employment, we will attempt to clear choice 2 and then 3.
- Students must be able to "clear" in SOLAR to be eligible to work on campus.
- Supervisors will be notified by e-mail once a student is cleared to work.
- If a supervisor is no longer considering one or more applications distributed to their area please notify Jeanne. DO NOT pass applications along to other departments / supervisors. All the applications must be distributed by the Personnel / Student Employment Office. We will make sure the applications are distributed to other areas in need.
- **Any and ALL** paperwork regarding student employment will be handled in the University Libraries Personnel / Student Employment Office, located in room S1430B. (no departmental or individualized paperwork is acceptable or should be used)

Types of Employment

- **The Federal Work Study Program (FWS)** - student wages administered through the FWS program., and is based on student's eligibility on financial need which is determined by the Financial Aid and Scholarship Services Office.
- **The Student Assistant Program** - wages are subsidized by the hiring department therefore the library is fully responsible for the student's salary.

Requirements for Employment

- **Must be enrolled and matriculated in a degree or certificate granting program.**
- Must **have a valid social security number** (position may be offered to students in need of obtaining a social security card. This should not be a factor in hiring a student employee).
- **Obtaining a social security card** - the student will be given a letter from the Office of Library Personnel / Student Employment with all the required information for the social security administration. Depending on the students status they will be guided on the steps that need to be taken. (this may take a couple of weeks). Once the student receives the social security card and their solar record is updated they will be able to clear to work (this usually is a 24 hour period).
- **Students Must successfully complete the University Libraries Student Staff online Orientation prior to their first day of work.**
- **Effective Fall 2015 Student working on campus MUST participate in the Career Centers Student Employee Orientation**, this can be done one of two ways the student staff can attend an in person workshop or take the Career Center Webinar. The Career Center will contact student employees and make all arrangements.
- **Please keep in mind when filling positions that Work Study Students will be given preference.**

Library Student Staff Online Orientation

- All University Libraries Student Staff are **required** to complete the University Libraries Student Staff On-line Job Orientation **prior to the date they are to start working**. The orientation consists of helpful information such as job expectations and guidelines and covers topics that should answer any questions the student may have regarding their job at the University Libraries. We tried to make the orientation interesting, informational and helpful. We want the student staff experience at the University Libraries to be positive and their employment at the University Libraries to be successful.

- Upon completion of the new hire paperwork, the student will receive an email with an individualized link to the University Libraries On-line Job Orientation. All e-mails **MUST** be sent to the student's stonybrook.edu e-mail address.
- It is very important that the student complete the on-line job orientation within 2 weeks or the link will expire and will hold up their employment start date.
- The Orientation has multiple screens and snippets of videos. The student will not be able to go to the next screen without answering the questions after each section correctly. When they have correctly answered the questions they will move to the next screen and continue until they have successfully completed the on-line job orientation.
- If student needs to stop at any point in the orientation, they use the same link and will be brought to the point in the orientation they left off and will continue from that point forward.
- Upon completion of the orientation the student will receive an email confirmation with a PDF of the correct answers letting them know they have successfully completed the on-line job orientation. The Personnel / Student Employment Office will also receive an e-mail letting us know the student has successfully complete the University Libraries Student Staff On-line Job Orientation.
- Once the student clears and the orientation is completed the supervisor will receive an e-mail from the Personnel / Student Employment Office stating the student is now able to begin working.

Career Center Student Employee Orientation

The Library Student Staff Online Orientation is separate from the Student Employee Orientation given by the Career Center. The Career Center orientation is a campus wide orientation that is now required of all students who work on campus. It does not cover University Library student employment procedures and many other items covered in the Library Student Staff Online Orientation.

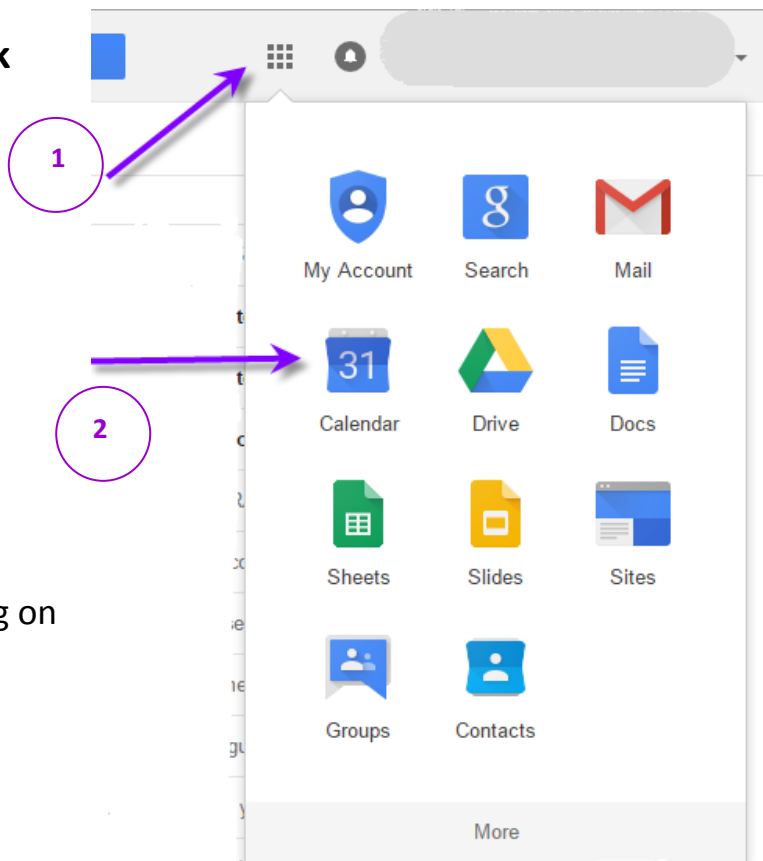
Work Schedules

- Each area of the library should keep their student staff work schedules on google calendars and give viewing & editing access to Jeanne & Pam.
- The Student Supervisor, Department Head, Jeanne and Pam should be able to view and edit the Student Staff Work Schedule Calendar for your department in Google Calendars.
- If a student needs to make a permanent change to his/her work schedule he/she should inform his/her immediate supervisor and the supervisor should make the necessary changes to the calendar.
- If a student calls in or makes a temporary change to his/her schedule, please note changes by their name on the calendar and also put the name of student covering his/her shift. Example: “John working for Mary”; “Mary late”, John out” etc.
- If a Student is looking for additional work hours or wants to work in another area of the library they need to come to the University Libraries Personnel / Student Employment Office and we will check availability and proceed in the best interest of all concerned.

Viewing Student Staff Work

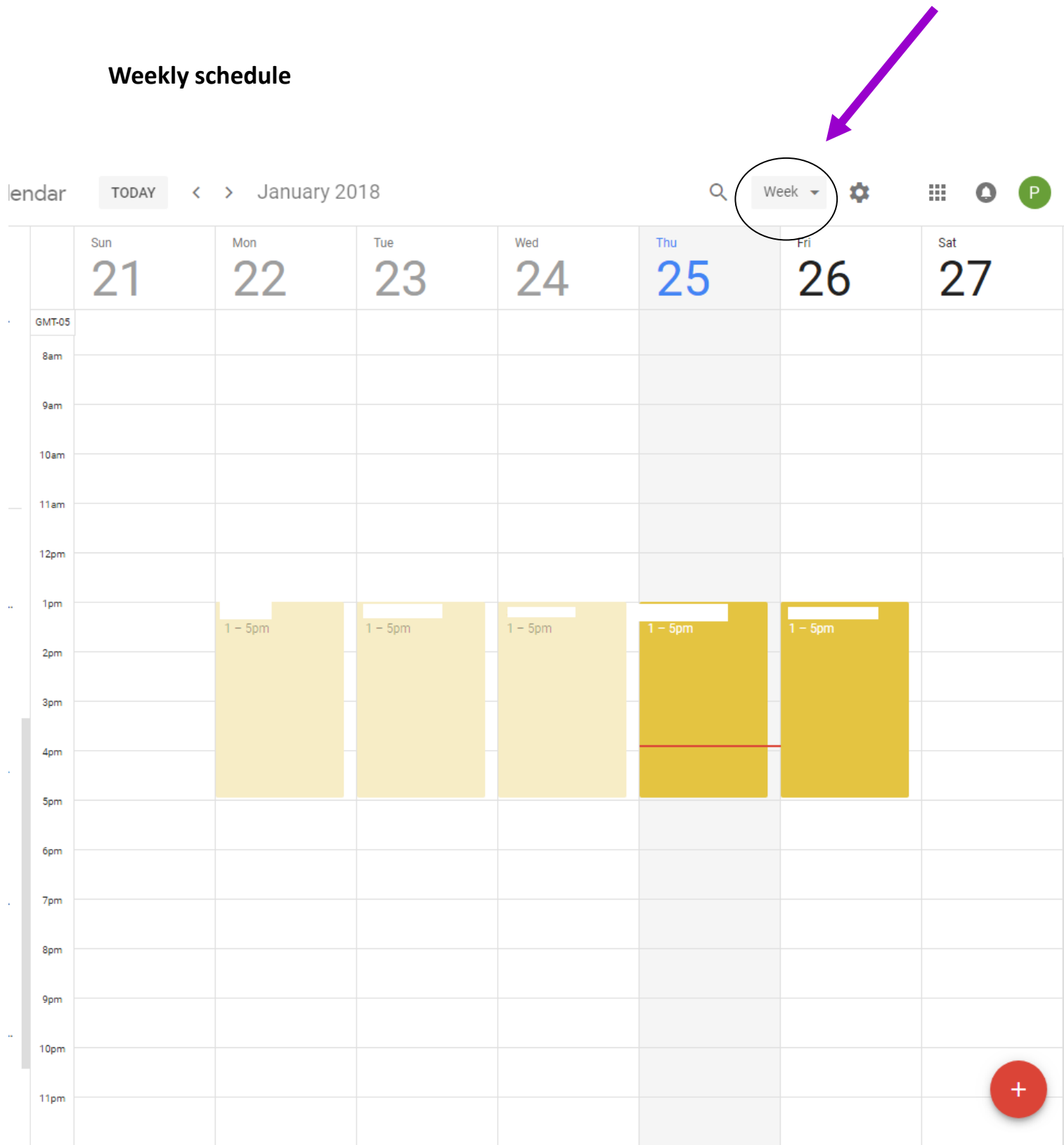
Schedule

- Click on the apps icon
- go to calendars
- You will be able to view the student staff schedules calendar either under “My Calendar” or “Other calendar” depending on who created the calendar.

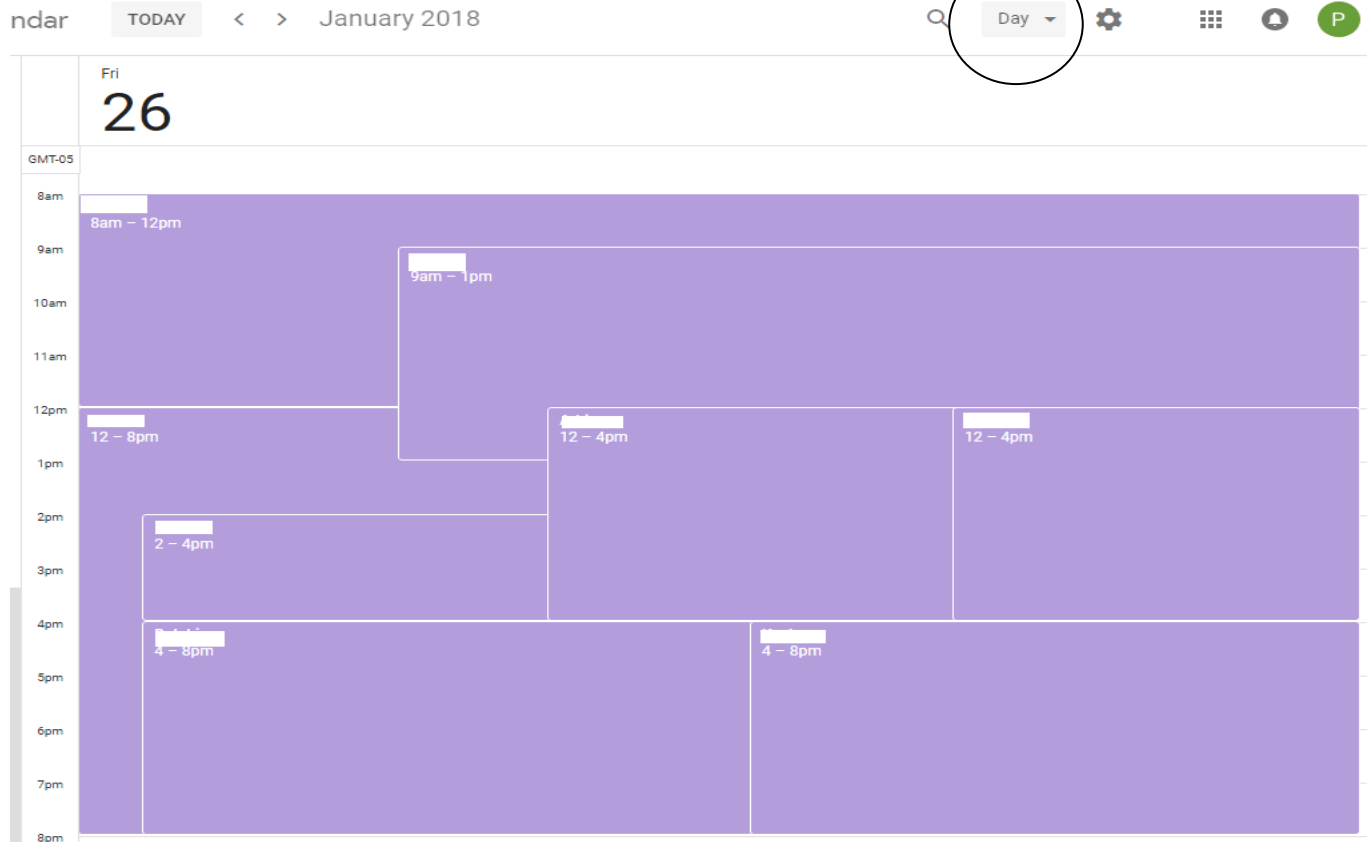


Here are a few examples of calendar entries.

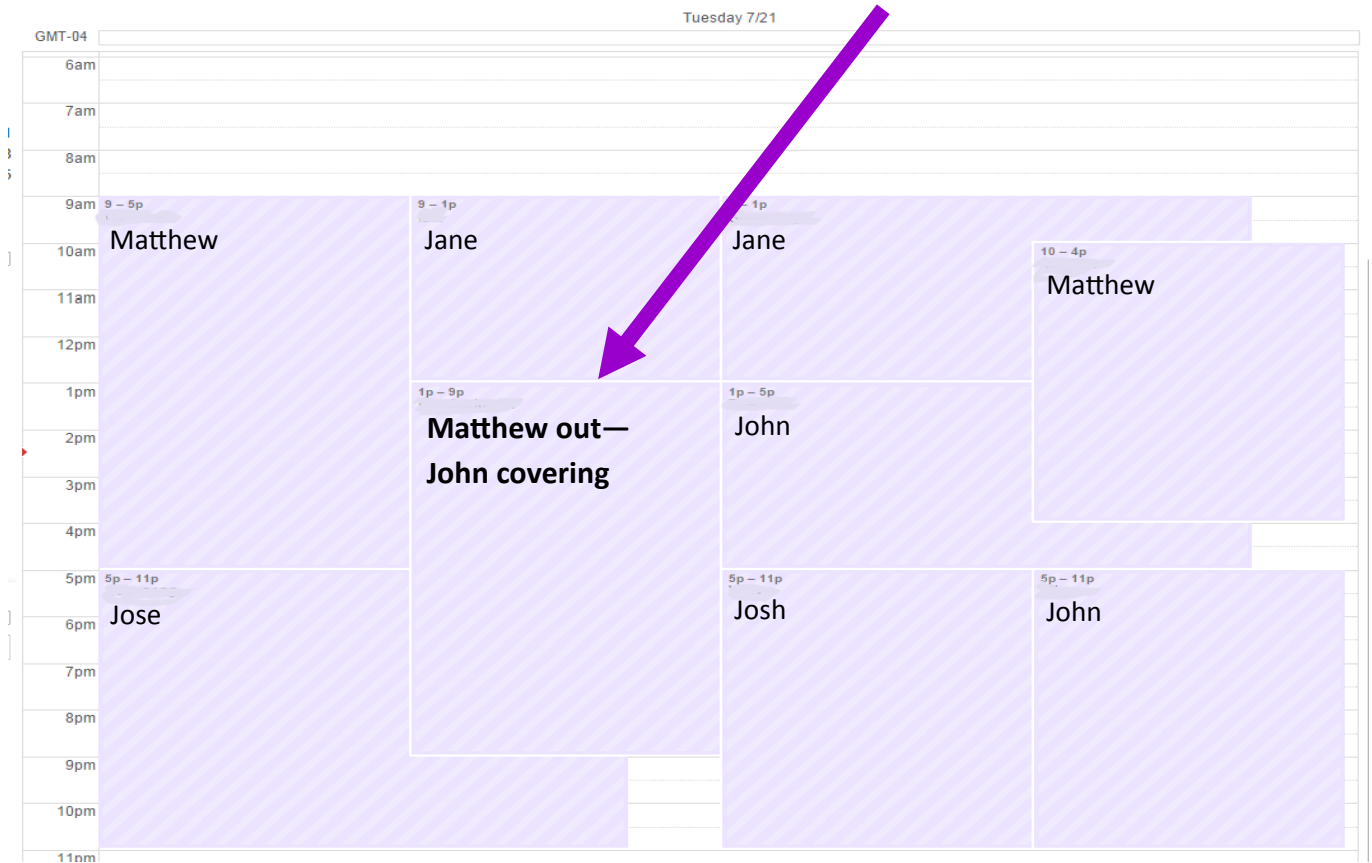
Weekly schedule



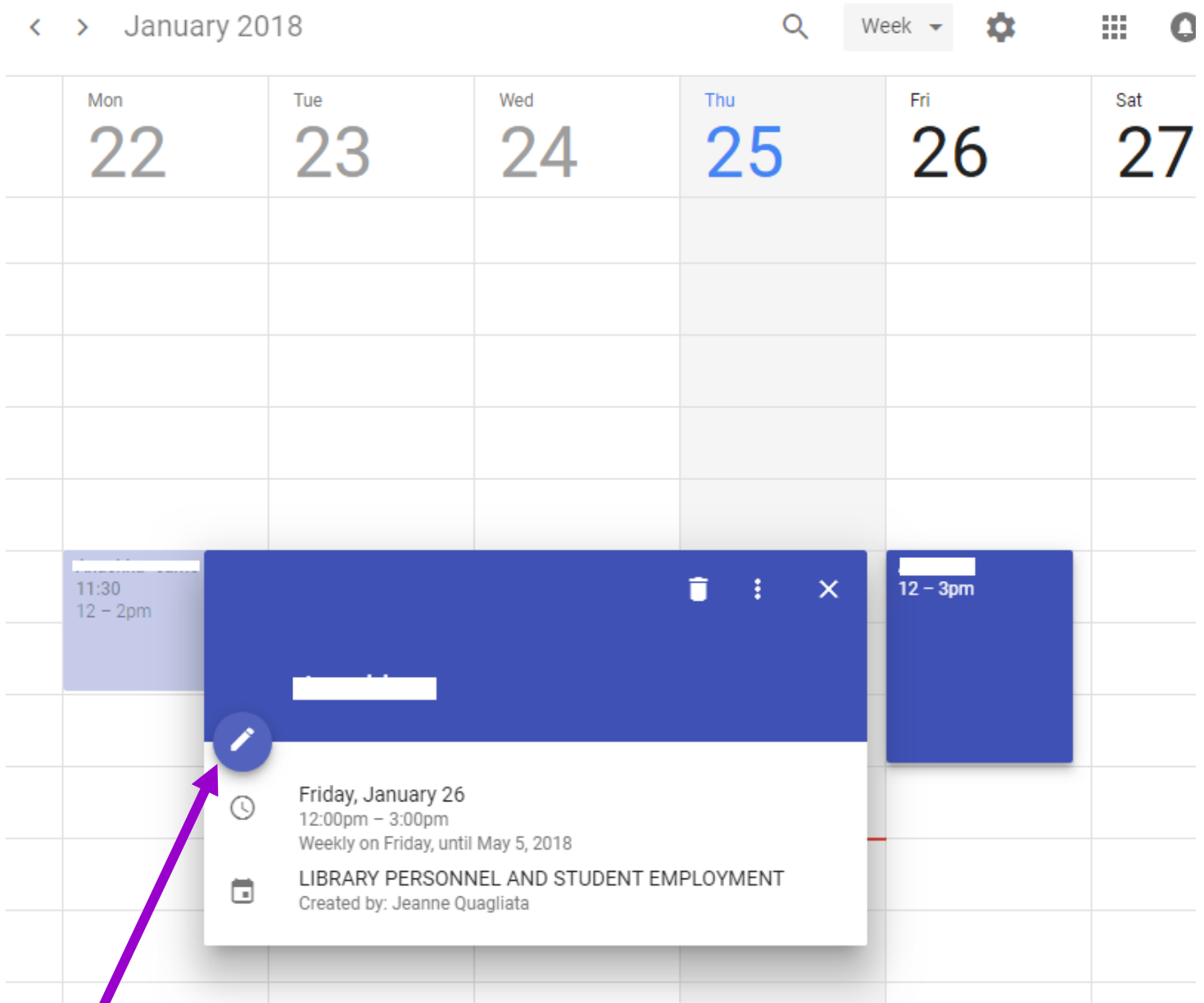
Daily schedule



Showing notation to the Calendar



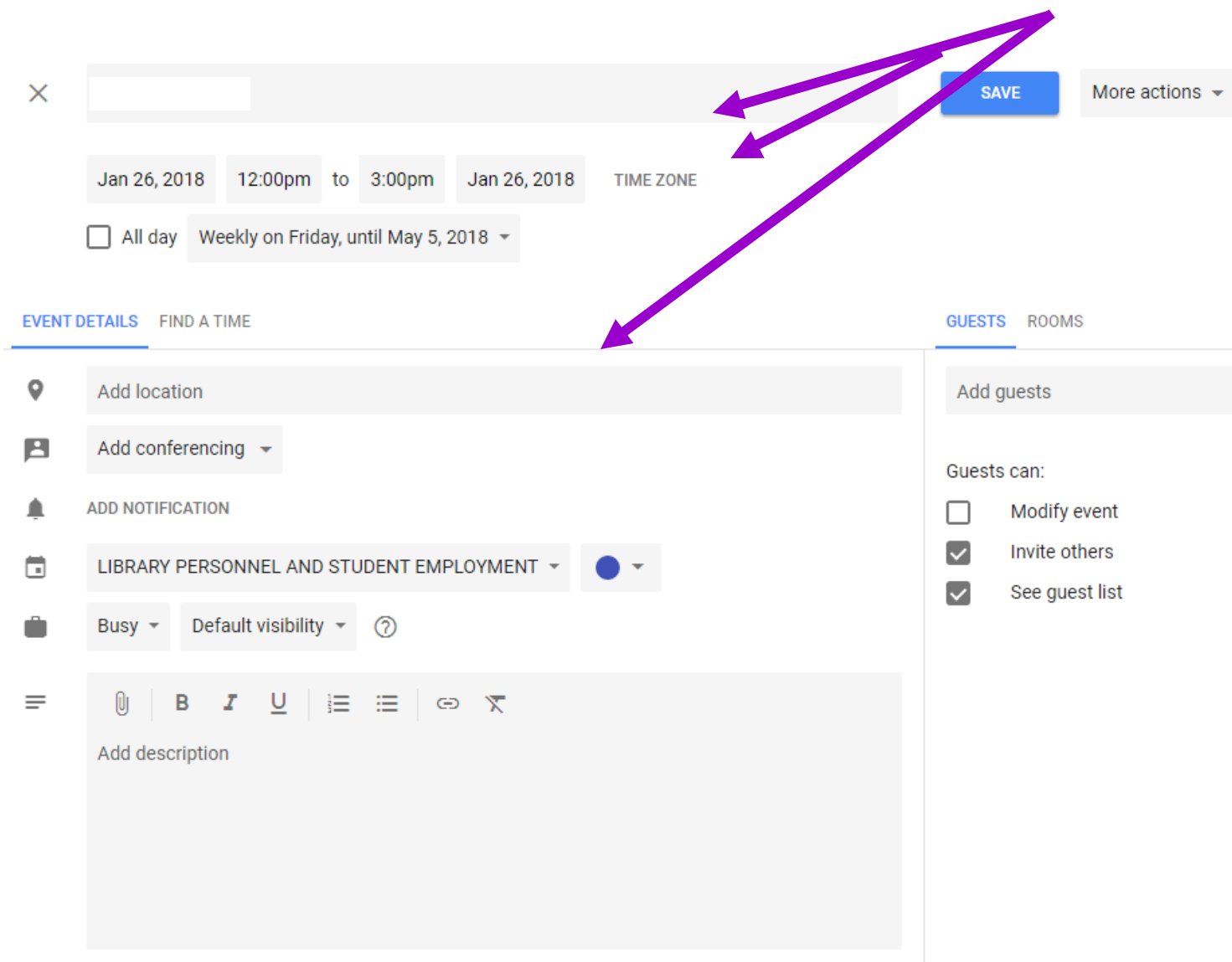
Making an edit to an entry



Click on the entry you want to edit and a window will open, click on the pencil icon and it will bring you to the entry page

Making an edit to an entry

There you will be able to make the necessary changes or updates to the calendar



The screenshot shows a calendar event editing interface. At the top, there is a title field, a date and time range (Jan 26, 2018, 12:00pm to 3:00pm), and a 'TIME ZONE' dropdown. Below this is a checkbox for 'All day' and a recurrence option 'Weekly on Friday, until May 5, 2018'. A 'SAVE' button and a 'More actions' dropdown are on the right. The interface is divided into two main sections: 'EVENT DETAILS' and 'GUESTS'. The 'EVENT DETAILS' section includes fields for 'Add location', 'Add conferencing', 'ADD NOTIFICATION', a title dropdown (LIBRARY PERSONNEL AND STUDENT EMPLOYMENT), a status dropdown (Busy), and a 'Default visibility' dropdown. The 'GUESTS' section includes an 'Add guests' field and a list of permissions for guests: 'Modify event' (unchecked), 'Invite others' (checked), and 'See guest list' (checked). A large purple arrow points from the text 'There you will be able to make the necessary changes or updates to the calendar' to the 'SAVE' button. Two smaller purple arrows point to the title field and the date/time range.

×

SAVE More actions ▾

Jan 26, 2018 12:00pm to 3:00pm Jan 26, 2018 TIME ZONE

☐ All day Weekly on Friday, until May 5, 2018 ▾

EVENT DETAILS FIND A TIME

ADD LOCATION

ADD CONFERENCING ▾

ADD NOTIFICATION

LIBRARY PERSONNEL AND STUDENT EMPLOYMENT ▾ ● ▾

Busy ▾ Default visibility ▾ ?

ADD DESCRIPTION

GUESTS ROOMS

ADD GUESTS

Guests can:

- ☐ Modify event
- ☒ Invite others
- ☒ See guest list

Student Time Sheets

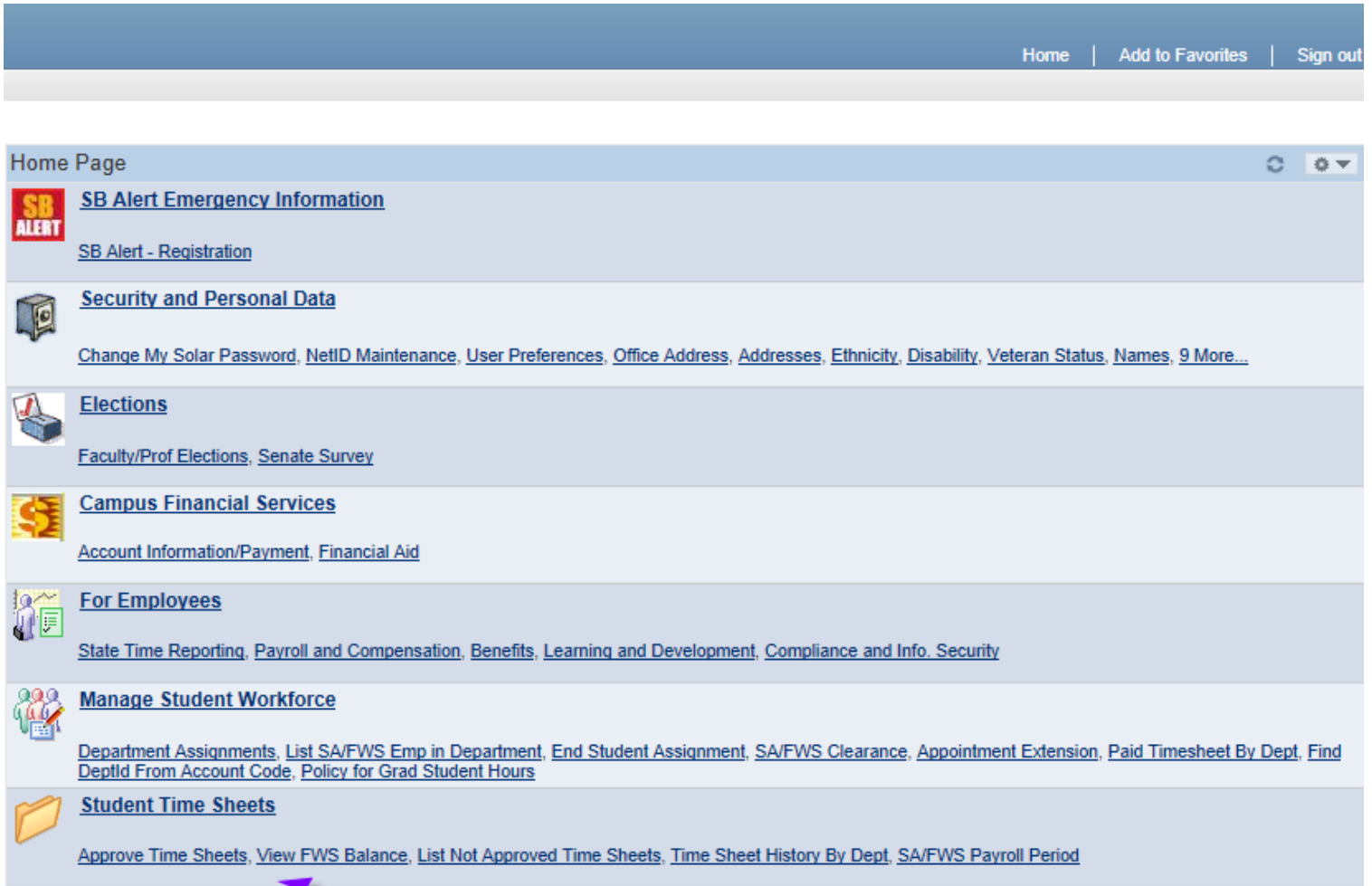
- Students must enter their time worked on the SOLAR System on-line time sheet. They should enter their time worked each day. If a student neglects to enter his/her time in the SOLAR System, payroll will have no knowledge of the students time worked and they will not receive payment until the time is in SOLAR and approved by the authorized signatory by the payroll deadline.
- Approvals should be done daily, do not wait for the deadline to approve your student(s) time sheet. If for some reason a deadline is missed the student will not be paid for the hours worked until you approve their time in SOLAR. And they will not receive payment until the following pay period.
- If you still use a paper time sheet for your area, this documentation is for informational purposes only. All time worked **MUST** be entered in SOLAR.
- First and Second authorized signatories to approve / disapprove student on-line time sheet will be determined by the department. (Jeanne Quagliata is the 3rd authorizer for **ALL** student staff this is the only way the Library Personnel / Student Employment Office can have access to SOLAR reports).
- If you need to make changes to the authorized signatories please send Jeanne Quagliata an e –mail (CC: Pam DiPasquale).
- Each area will be responsible to approve/disapprove student entries in SOLAR for hours worked.
- When you approve the students time on the on-line time sheet in SOLAR please provide a copy of the “Approved Time Sheet” to the Personnel / Student Employment Office. The following week the Time Sheets Paid screen will appear in SOLAR, when the “Time Sheets Paid” are available in SOLAR please provide a copy of the “Time Sheets Paid” to our office as well.
- The deadlines for the copies of Approved Time Sheets and copies of the Time Sheets Paid are listed on the “Student Supervisor Deadline Schedule” sheet. Please have your copies to the Personnel / Student Employment Office by the deadline!

STUDENT SUPERVISORS DEADLINE SCHEDULE
PAY SCHEDULE
2017-2018

<u>Pay Period</u>	<u>Start Date</u>	<u>End Date</u>	<u>Online Approval Deadline</u>	<u>Time Sheets Paid Deadline</u>	<u>PAY DAY</u>
1707	06/15/2017	06/28/2017	06/30/2017	07/06/2017	07/21/2017
1708	06/29/2017	07/12/2017	07/14/2017	07/20/2017	08/04/2017
1709	07/13/2017	07/26/2017	07/28/2017	08/03/2017	08/18/2017
1710	07/27/2017	08/9/2017	08/11/2017	08/17/2017	09/01/2017
1711	08/10/2017	08/23/2017	08/25/2017	08/31/2017	09/15/2017
1712	08/24/2017	09/06/2017	09/8/2017	09/14/2017	09/29/2017
1713	09/7/2017	09/20/2017	09/22/2017	09/28/2017	10/13/2017
1714	09/21/2017	10/04/2017	10/6/2017	10/12/2017	10/27/2017
1715	10/05/2017	10/18/2017	10/20/2017	10/26/2017	11/10/2017
1716	10/19/2017	11/01/2017	11/03/2017	11/9/2017	11/24/2017
1717	11/02/2017	11/15/2017	11/17/2017	11/23/2017	12/8/2017
1718	11/16/2017	11/29/2017	12/01/2017	12/07/2017	12/22/2017
1719	11/30/2017	12/13/2017	12/15/2017	12/21/2017	01/05/2018
1720	12/14/2017	12/27/2017	12/29/2017	01/04/2018	01/19/2018
1721	12/28/2017	01/10/2018	01/12/2018	01/18/2018	02/02/2018
1722	01/11/2018	01/24/2018	01/26/2018	02/01/2018	02/16/2018
1723	01/25/2018	02/07/2018	02/9/2018	02/15/2018	03/02/2018
1724	02/08/2018	02/21/2018	02/23/2018	03/01/2018	03/16/2018
1725	02/22/2018	03/07/2018	03/9/2018	03/15/2018	03/30/2018
1726	03/08/2018	03/21/2018	03/23/2018	03/29/2018	04/13/2018
1801	03/22/2018	04/04/2018	04/06/2018	04/12/2018	04/27/2018
1802	04/05/2018	04/18/2018	04/20/2018	04/26/2018	05/11/2018
1803	04/19/2018	05/02/2018	05/04/2018	05/10/2018	05/25/2018
1804	05/03/2018	05/16/2018	05/18/2018	05/24/2018	06/08/2018
1805	05/17/2018	05/30/2018	06/01/2018	06/07/2018	06/22/2018
1806	05/31/2018	06/13/2018	06/15/2018	06/21/2018	07/06/2018

Keeping Track of Work Study Balance

- All authorized signatories will be able to view their work study student(s) award balances in the SOLAR System. The balance updates with each Solar entry.



The screenshot shows the Solar System Home Page. At the top, there is a navigation bar with links for Home, Add to Favorites, and Sign out. Below this, the page is organized into several sections, each with an icon and a title. The sections are: SB Alert Emergency Information (with a red 'SB ALERT' icon), Security and Personal Data (with a computer icon), Elections (with a ballot box icon), Campus Financial Services (with a dollar sign icon), For Employees (with a person icon), Manage Student Workforce (with a group of people icon), and Student Time Sheets (with a folder icon). Each section contains a list of links. A purple arrow points to the 'View FWS Balance' link in the Student Time Sheets section.

Home | Add to Favorites | Sign out

Home Page

SB ALERT [SB Alert Emergency Information](#)
[SB Alert - Registration](#)

Security and Personal Data
[Change My Solar Password](#), [NetID Maintenance](#), [User Preferences](#), [Office Address](#), [Addresses](#), [Ethnicity](#), [Disability](#), [Veteran Status](#), [Names](#), [9 More...](#)

Elections
[Faculty/Prof Elections](#), [Senate Survey](#)

Campus Financial Services
[Account Information/Payment](#), [Financial Aid](#)

For Employees
[State Time Reporting](#), [Payroll and Compensation](#), [Benefits](#), [Learning and Development](#), [Compliance and Info](#), [Security](#)

Manage Student Workforce
[Department Assignments](#), [List SA/FWS Emp in Department](#), [End Student Assignment](#), [SA/FWS Clearance](#), [Appointment Extension](#), [Paid Timesheet By Dept](#), [Find DeptId From Account Code](#), [Policy for Grad Student Hours](#)

Student Time Sheets
[Approve Time Sheets](#), [View FWS Balance](#), [List Not Approved Time Sheets](#), [Time Sheet History By Dept](#), [SA/FWS Payroll Period](#)

- From the Solar System Home Page Click on “View FWS Balance”
- This will bring you to the “Search Criteria” Screen in SOLAR.. You will need your students Solar ID #.
- Student Supervisors should check the FWS Screen each pay period and more frequently as time passes so there will be no problems with student working after their award has been exhausted.

- After you entered the student's Solar ID # click on "Search" so you can view the FWS Balance Screen.

SOLAR SYSTEM

Favorites > Main Menu > Self Service > Student Time Sheets > View FWS Balance

View FWS Balance

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria


Empl ID: begins with ▼

Aid Year: begins with ▼

Disbursement Plan: begins with ▼

Name: begins with ▼

☐ Case Sensitive

Search Clear Basic Search  Save Search Criteria

- The FWS balance screen will have the following information:
 - ⇒ Student Solar ID# and Name
 - ⇒ Award Amount
 - ⇒ Disbursed—of Paid Amount
 - ⇒ Payroll Pending Amount
 - ⇒ Current Time Sheet(s)
 - ⇒ Current FWS Balance

FWS Balance

View Federal Work Study Balance

Emplid: 11111111 Jane Doe

Aid Year: 2016 Disbursement Plan: FS

Accepted Award Amount:	2000.00
Disbursed (Paid) Amount:	70.00
Payroll Pending Amount:	325.00
Current Time Sheet(s):	182.50000

Current FWS Balance: 1422.50

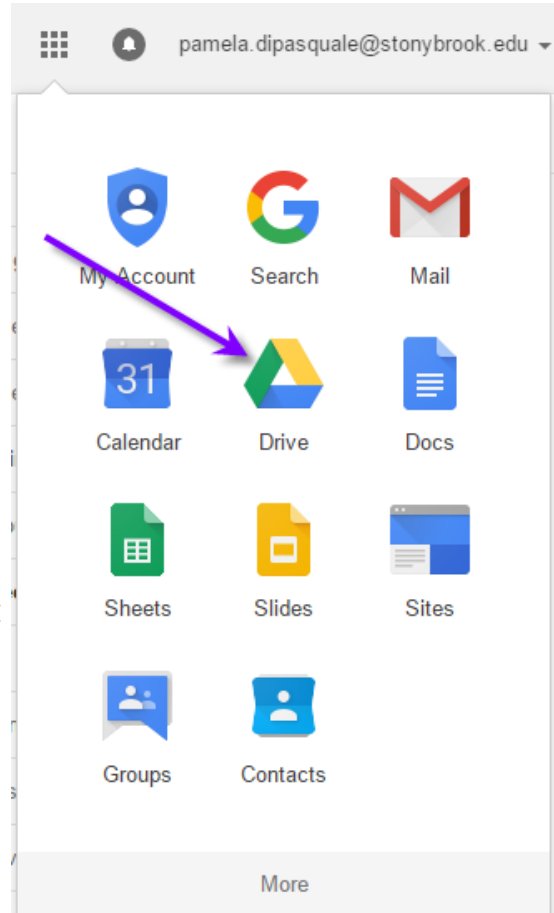
Problems with the FWS Balance:

- If the figures don't seem to be correct, it maybe that the student has another job on campus and is being paid from the FWS Award from both areas.
- Or the student hasn't entered all their hours worked in the Solar System.
- Supervisors should check this screen each pay period.

If you need assistance or have questions regarding the Work Study Balance Screen please Contact the Library Personnel / Student Employment Office.

Viewing Budgetary Spread Sheets in Google Drive

- If your Department Head has given you access as the student supervisor to view the bi-weekly budgetary spread sheet, you will be able to view the spread sheets in Google Drive.



- Once in Drive the folder name will read “Your Department Name 15-16 Student Budget”
- The spread sheet will show:
 - ⇒ the bi-weekly expenditures,
 - ⇒ balance
 - ⇒ the target percentage for that pay period
 - ⇒ the actual percentage used for student assistant position.

(Work Study information is listed on the spread sheet in a separate section but is not included in the actual budget expenditure amount since FWS students are paid from the FWS Award and will not effect your fiscal year allocation).

- If your FWS student(s) are close to exhausting their award, you will need to get permission from your AD if you wish to continue employment as a student assistant.
- Please make sure the Pam & Jeanne are CC'd on the email request and on the reply.

Viewing Budgetary Spread Sheets in Google Drive

TEMPORARY SERVICES FISCAL YEAR 2016 - 2017 BI-WEEKLY REPORT

DEPARTMENT:

Acct # 860403

DATE	PR #	WORK STUDY			STUDENT ASSISTANTS			Target % by pay period
		# FWS STUDENTS	HOURS WORKED	TOTAL FWS \$ PAID	# STUD ASST'S	HOURS WORKED	TOTAL SA \$ PAID	
06/16/16-06/29/16	7	0	0.00	\$ -	2	67.00	\$ 653.27	3.85%
06/30/16-07/13/16	8	0	0.00	\$ -	2	52.75	\$ 514.34	7.70%
07/14/16-07/27/16	9	1	8.25	\$ 82.50	2	70.00	\$ 682.51	11.54%
07/28/16-08/10/16	10	1	2.75	\$ 27.50	2	60.25	\$ 587.46	15.38%
08/11/16-08/24/16	11	0	0.00	\$ -	2	65.75	\$ 641.07	19.23%
08/25/16-09/07/16	12	0	0.00	\$ -	1	22.50	\$ 219.40	23.08%
09/08/16-09/21/16	13	1	9.00	\$ 90.00	2	58.75	\$ 572.84	26.92%
09/22/16-10/05/16	14	3	33.50	\$ 335.00	2	49.75	\$ 485.08	30.77%
10/06/16-10/19/16	15	4	30.50	\$ 305.00	2	58.50	\$ 570.40	34.62%
10/20/16-11/02/16	16	4	46.00	\$ 460.00	2	51.50	\$ 502.15	38.46%
11/03/16-11/16/16	17	4	44.50	\$ 445.00	2	61.00	\$ 594.79	42.31%
11/17/16-11/30/16	18	4	28.25	\$ 282.50	2	42.75	\$ 416.84	46.15%
12/01/16-12/14/16	19	4	33.50	\$ 335.00	2	45.50	\$ 438.79	50.00%
12/15/16-12/28/16	20	1	5.00	\$ 50.00	1	21.75	\$ 212.06	53.85%
12/29/16-01/11/17	21	0	0.00	\$ -	1	29.00	\$ 290.00	57.70%
01/12/17-01/25/17	22	0	0.00	\$ -	1	41.75	\$ 417.50	61.54%
01/26/17-02/08/17	23	3	25.75	\$ 257.50	1	19.75	\$ 197.50	65.39%
02/09/17-02/22/17	24	3	26.75	\$ 267.50	1	17.75	\$ 177.50	69.24%
02/23/17-03/08/17	25	3	23.50	\$ 235.00	1	27.00	\$ 270.00	73.08%
03/09/17-03/22/17	26	1	3.00	\$ 30.00	1	15.75	\$ 157.50	76.93%
03/23/17-04/05/17	1	3	9.50	\$ 95.00	1	20.50	\$ 205.00	80.77%
04/06/17-04/19/17	2	2	11.25	\$ 112.50	1	20.25	\$ 202.50	84.62%
04/20/17-05/03/17	3	2	7.00	\$ 70.00	1	12.50	\$ 125.00	88.47%
05/04/17-05/17/17	4	2	8.00	\$ 80.00	1	3.50	\$ 35.00	92.31%
05/18/17-05/31/17	5							96.16%
06/01/17-06/14/17	6							100.00%
TOTALS		46	356.00	\$3,560.00	36	935.50	\$9,168.50	Actual% used
Total Allocation for Fis Yr 2016-2017				\$10,000.00	Balance =		\$831.50	91.69%

Job Performance

- The Library Personnel / Student Employment Office is here to assist the students and student supervisors with student staff work related issue.
- Managers and Supervisors will be responsible for the training, supervising and terminating of student employees.
- If a student needs to improve in a certain area, please speak to the student, and give them a reasonable time to improve before you terminate employment.
- When a Manager/ Supervisor terminates a student, they should email Pam Di Pasquale & Jeanne Quagliata.
- The email should include reasons for termination, listing instances and dates of instances.

Attendance Issues

- Student's should contact their department and inform their immediate supervisor if they are unable to come to work.
- If a student calls in, please make the necessary notations to the google calendar. Also note on the calendar who will be covering if another student will be covering their shift.
- If for some reason a student can not contact his/her department when they call in, they can call the Library Personnel / Student Employment Office at 631-632-1594 or 6631-632-1598 and if after hours leave message on voicemail we will notify the supervisor. (This should be the student's last resort)
- In the public service areas students need to try to obtain coverage if they know they can not make it into work.

No Call no Show

- If a student is a “no call no show” you must inform Pam (CC: Jeanne) immediately and an e-mail will be sent to the student informing them that their position in the library is in jeopardy and this can not happen again.
- There may be extenuating circumstance for this to happen. Each case will be considered individually.
- The student can be terminated after the 2nd “No Call No Show”

Maintain Adequate Student Coverage

⇒ To maintain adequate student coverage - students may be asked to float to other areas of the library if need be. (Public Service will have priority).

Confidentiality

- All issues brought to the Library Personnel / Student Employment Office attention will be held in strict confidence.
- If a student has a confidential issue that needs to be addressed, we will need take the appropriate action and may not be able to explain to the supervisor / department as to why a particular action was taken.

Notification

- Keep Pam and Jeanne informed. Notify us of any problems, provide copies, e-mail us, call us or come see us with your questions or concerns regarding your student staff issues.

Student's Cleaning:

Student Staff **CANNOT** Clean:

- Student cannot mop, climb ladders, Swiffer or do General cleaning
- Students cannot perform tasks that would normally be handled by the custodial staff
- If you need your area cleaned please contact custodial services.

Student can help with projects

- ✓ Students can keep their area neat and tidy (desk, information desk)
- ✓ They can wipe down the book and shelves if they are shifting or shelving
- ✓ They can work along side you if you are doing a special project

See attached e-mail from Human Resources:

On Fri, Jul 12, 2013 at 2:10 PM, Jane Paraskevas <jane.paraskevas@stonybrook.edu> wrote:

I spoke with Karen in HRS who handles the Student Payroll. She mentioned she was aware of this concern and that it was explained to Pamela Di Pasquale that the students are not hired to do cleaning, mop floors, climb ladders, etc. That is for maintenance/custodial.

If, however, a student is working with the books and shelves, they can dust off their work area.

I hope this helps answer your questions.

Thank you.

Jane Paraskevas Human Resource Services Admin Building Room 390 Stony Brook, NY 11794-0751 Phone 631 632-6195
Fax 631 632-4984 Jane.Paraskevas@Stonybrook.edu

Termination of Student Staff

- All terminations of employment are the responsibility of the Student Supervisor.
- Unless the student does something that requires an immediate termination the following procedures will be followed.
- Complete the “Library Student Employee End of Assignment” Form.
- You should have already verbally addressed any issues or problems with the student employee before the student is terminated or their assignment has ended.
- Once you verbally inform the student of any issues please give the student time to improve and note the date you spoke to the student regarding any issue. If there is no improvement or additional incidents occur and you feel you the need to end or terminate their assignment . Please send complete the documentation to Pam Di Pasquale in the Library Personnel / Student Employment Office ASAP.
- Complete the Library Student Employment End of Assignment Form (see instructions on page 23).
- Please carefully read each section of the document and address your particular situation. (you can complete more than one section)
- If the reason for ending the student’s assignment or terminating a student employee is not listed in the document, please add the necessary information in “OTHER:” and - or- then add dates or any other information in the Comments fields.
- You **MUST** notify the student if they will not be coming back for the next semester (no matter the reason). Send the student an email to inform them.
- Please send a copy of the email sent to the student to Pam and Jeanne.
- Please keep a copy of the document for your records.

Instructions Ending Library Student Employment Assignment - and-

Completing the Library Student Employment End of Assignment Form

- You Should have already verbally addressed any issues or problems with the student employee before the student is terminated or their assignment has ended.
- Once you verbally inform the student of any issues please give the student time to improve and note the date you spoke to the student regarding any issue, and add this information to the document. If there is no improvement or additional incidents occur and you feel you need to end or terminate their assignment please complete the documentation and send to me & CC: Jeanne.
- You can find the Form on StaffWeb.
- Please carefully read each section of the document to address your particular situation.
- If the reason for ending the student's assignment or terminating a student employee is not listed in the document, please add the necessary information in "OTHER:" and - or- then add dates or any other information in the Comments fields.
- You **MUST** notify the student if they will not be coming back for the next semester or that they are being terminated, send the student an email to inform them.
- Please copy Pam and Jeanne on the email sent to student staff.
- Please keep a copy of the document for your records.

Library Student Employment End of Assignment

Student name: _____

Date: _____

Department: _____

Supervisor: _____

Reasons for Ending Job Assignment: (Please check the appropriate box)

Federal Work Study Award Exhausted

☐

Spring

Summer

Fall

No hours available for Next Semester

☐
☐
☐

Verbally Counseled On :

Date:

Date:

Reason(s) for Termination

(Please enter the dates of incidents)

No Call / No Show (upon second incident)

Dates Dates Dates Dates

Excessive Lateness

Unscheduled absences (& didn't obtain coverage)

Not Carrying out duties as assigned

Not being courteous or helpful to patrons or staff

Incomplete assignments

Excessive Use of Cell phone (calls / texting) while on duty

Other: (Be specific)

Reasons for Immediate Termination - (Please check the appropriate box)



Date:

Failure / Refusing to follow supervisor's Instructions

Discourteous treatment, abuse or harassment of any nature of the public or coworkers

Reporting to work under the influence of alcohol or drugs

Falsifying Records (including time sheets) or inappropriately altering of library records

Breaching confidentiality

Theft of Library property

Violation of the University Student Conduct Code

Other: : (Be specific)

Comments: