

# Navarro College Libraries



## Student Worker Handbook Policies and Procedures

*(Rev. 2017)*

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Dear Student Workers,

We want to take this opportunity to welcome you to Navarro College. As a student worker in the library or computer lab, you will be a very visible member of the college staff. YOU represent Navarro College. While we understand that it is not always easy to balance school and work responsibilities, we expect you to take your responsibilities seriously. In return, we are willing to assist you in any way we can.

We have prepared this handbook in order that you might better understand our expectations of you, our policies and procedures, and our practices concerning employment matters. You should familiarize yourself with the contents of this handbook and use it as a reference document.

We and your co-workers are available to assist you, and you will receive on-the-job training to acquaint you with your new duties and responsibilities. If you have any questions or concerns, please do not hesitate to speak to us.

We are pleased to have you on our staff, and we look forward to a fulfilling and successful year.

Tim Kevil, Dean of Libraries  
Jeannette Campos, Librarian  
Chad Freeze, Librarian

Genell Willingham, Library Assistant  
Paula Perkins, Library Assistant  
Mary Palmeri, Library Assistant  
Christina Drake, Library Assistant (Midlothian)

## **Mission Statement**

The Mission of the Navarro College Libraries is to support, enrich, and participate in teaching and learning at the College. Librarians work with faculty to develop library resources, services, and information literacy instruction that assist students to achieve a broad foundation in the liberal arts and sciences, prepare for careers or further study, and develop an appreciation of the value of learning as a lifelong endeavor. The library staff is dedicated to providing welcoming, caring, and professional service and maintaining a place that is conducive to reading, study, and independent learning.

## **Facilities and Services**

The Navarro College Libraries are comprised of the Richard M. Sanchez Library on the Corsicana campus and branch facilities on the college's campuses at Waxahachie, Midlothian, and Mexia. The Richard M. Sanchez Library, opened in 2006, provides seating for over 130 in open study areas, individual carrels, four enclosed conference rooms, a classroom and a computer lab. Laptop computers are available for check-out for in-library use. The library develops and maintains a collection of print books and serials, online books and serials, audiovisual materials, Web resources, and government documents. Off-campus access to all of the library's online resources is available to members of the college community. Interlibrary loan services are available to students, faculty, and staff. As teaching partners in the academic life of the college, the librarians provide information literacy instruction to train students to find, select, evaluate, and use information from a wealth of print, audiovisual, and online information resources. Online instructional material on these topics may be found on the library's web pages. In collaboration with faculty members, librarians conduct hands-on bibliographic instruction sessions to support and complement course assignments.

## **Job Description**

### **A. General Responsibilities**

- Carry out duties as assigned
- Be conscientious in all the work you do
- Report to work on time or provide advance notice of absences
- Respect co-workers and patrons
- Keep all levels of library records or transactions confidential

Remember, you are here to work for the library and meet the needs of our patrons. Personal or social matters should be dealt with on your own time. Please discourage unnecessary visits from friends or family. Personal conversations with co-workers should not interfere with your work performance. Put away any personal electronic devices, and turn cell phones off while on duty. Studying is allowed only with permission from your supervisor and should not interfere with your work responsibilities.

### **B. Specific Responsibilities - Libraries**

Responsibilities may include, but are not limited to:

- \*Turning on computers
- \*Troubleshooting any computer equipment problems and reporting them to your supervisor
- \*Helping patrons with Internet, e-mail, and other computer-related issues

- \*Helping keep all areas of the library tidy
- \*Shelving materials as needed
- \*Straightening chairs, picking up books, magazines, and litter
- \*Reading the shelves for misplaced books
- \*Straightening and dusting books and other materials
- \*Properly checking in and checking out circulating library materials

### **C. Specific Responsibilities – Computer Labs**

Responsibilities may include, but are not limited to:

- \*Acknowledging patrons as they arrive
- \*Answering the phone
- \*Turning on computers
- \*Stocking the printers with paper
- \*Troubleshooting any computer equipment problems and reporting them to your supervisor
- \*Helping patrons with Internet, e-mail, and other computer-related issues
- \*Helping keep the lab tidy
- \*Straightening chairs and equipment
- \*Picking up left-behind items and litter

### **D. Prohibited Activities**

Workers are expected to refrain from:

- \*Eating in the lab/library (covered beverages are permissible only at the student worker's desk)
- \*Socializing
- \*Personal phone calls or text messaging
- \*Using lab computers for non-work related activities (including games, social networking, instant messaging, etc.) to the extent that it interferes with any work responsibilities.
- \*Listening to music or watching videos (headphones/earphones must not be used at work.)
- \*Any other activities that your supervisor may deem inappropriate for the workplace

## **Employment Policies and Procedures**

### **Probationary Period**

The first two weeks of employment shall be considered probationary. This is the period of time when new student workers are being trained. If the performance of the worker does not meet the expected standard for the position, the worker may be terminated. It is particularly important that students not miss work during the probationary period.

### **Schedule**

As with any job, employment in the library/lab requires a serious commitment. Workers must exercise time management skills to plan their class, work, and social schedules. Student workers must submit a copy of their course schedule to their supervisors as soon as possible, and supervisors will work with student workers to create a work schedule around their coursework. Students should plan to arrive at work on time and begin work promptly. Shifts must be at least one hour long; shorter shifts will not be allowed. Since work schedules are established on a semester-long basis, scheduled hours should be adhered to for the entire semester. Any changes to the work schedule must be approved by a supervisor.

Student workers can work up to 18 hrs. per week, depending on the student's individual financial aid award. Student workers are responsible for securing their own financial aid.

The period just before and during final examinations is one of the busiest times in the library and the lab. We realize that studies are important, but job commitments need to be honored as well. At the discretion of your supervisor, adjustments may be made to individual work schedules during finals week.

### **Breaks**

Workers are entitled to a 15 minute break for every 4 consecutive hours worked. Breaks may not be used to cover late arrivals or early departures. They are to be scheduled and controlled by the immediate supervisor so that normal work activities are not disrupted. Workers are expected to return from breaks promptly.

Student workers are expected to make their own arrangements for meals and plan their work schedules accordingly. Eating while at work is not permitted.

### **Pay Schedule**

Student Workers are paid on a monthly basis. You will be provided with a pay period schedule. A time sheet should be completed the Friday at the end of the pay period and given to the worker's immediate supervisor for approval. The supervisor will then forward the time sheet to the financial aid office for processing the following Monday morning.

Workers who fail to submit accurate time sheets as scheduled may delay the processing of their paychecks. It is each worker's responsibility to ensure the accuracy and timely submission of his or her time sheet. Paychecks may be picked up at the switchboard on the last day of the month (or the last Friday of the month if the last day falls on a weekend or holiday weekend). The cashier's office may retain from your paycheck fees owed to the college.

### **Attendance and Absenteeism**

Student workers are expected to report for work when scheduled. Regular attendance is an essential condition of employment, and if a student worker fails to maintain an acceptable record of attendance, employment may be terminated. It is the student worker's responsibility to let the supervisor know as soon as possible if he will be late, is ill, or must miss work unexpectedly.

#### **A. Approved Absences**

Student workers are limited to five approved absences per semester to cover illness, bereavement, or other situations. These days are unpaid and are to be considered as a privilege of time away from work when such absence is absolutely necessary. Workers must notify their immediate supervisor or the Dean of Libraries as early as possible on or prior to the day of the absence. Every attempt possible to actually speak with a supervisor should be made. Emails, telephone messages, and text messages will not be considered as official notification of an absence until the supervisor confirms receipt of message. If a worker is unable to contact a supervisor due to extreme circumstances, a parent, friend, or roommate may do so on the worker's behalf. Excessive absences will result in job termination.

Note: Time lost due to absences may be made up at the discretion of their supervisor according to the needs of the library. Student workers should not assume that they will be permitted to make up hours lost due to absences.

### **B. Absences without Notification**

A student worker who fails to report to work as scheduled without adequate notification (see preceding paragraph) will incur either a written warning and probation or immediate termination of employment.

### **C. Record Keeping of Absences**

Supervisors will keep records of all absences. Student workers who exceed the maximum number of allowable absences will be dismissed.

### **D. Abandonment of Position**

If a student worker is absent for three consecutive days without notifying his supervisor that he is unable to work, the supervisor will consider the worker's absence as abandonment of the position, and his employment will be terminated.

### **E. Lateness**

Workers are expected to arrive for work on time. In the event that a student worker is unable to arrive on time to work, he must notify his supervisor. If extenuating circumstances prevent notification, and the student is fifteen minutes late or more, the policy for "Absences without Notification" (see above) will go into effect. Chronic lateness (more than three late arrivals) will result in probation or termination.

### **Causes for Disciplinary Action or Dismissal**

- Repeated tardiness or excessive absences
- Failure to provide adequate advance notification of an absence
- Failure or refusal to follow supervisors' instructions
- Discourteous behavior or harassment of any kind
- Theft or unauthorized removal of Library materials or equipment
- Inability to get along with co-workers
- Use of profane or coarse language

### **Evaluations**

Student employment is an important part of the educational experience. Supervisors often serve as references for students who seek jobs after graduation. Student work performance will be evaluated each semester. Negative evaluations will result in non-renewal of employment for the following semester.

### **Standards of Conduct**

Student workers are expected to respect their supervisors, co-workers, and library/lab patrons at all times. Rude or disrespectful behavior will not be tolerated and will result in disciplinary action (probation and a written warning) or termination.

## **Dress and Grooming Guidelines**

Student workers are expected to present a neat, clean appearance during work hours in attire that is appropriate to the college work environment. Strong perfume or cologne should not be used. Clothing should be free of stains and wrinkles. **Any worker who reports to work in unacceptable clothing will be sent home to correct the situation, and will not be paid for time missed.**

### **Unacceptable attire includes (but is not limited to):**

Shorts

Baggy pants or pants falling below the hips

Blouses or Shirts with holes or tears or off the shoulders

Blue Jeans or Slacks with holes or tears

Miniskirts

Visible underwear

Tank tops, jerseys or any other athletic attire

Flip flops

Pajamas or pajama pants

Slippers or house shoes

Hats, baseball caps, do rags, or any other headwear

Any clothing which carries images, words, or slogans which are inappropriate to a business work setting

Low-cut tops

Midriff-exposing top

Sleeveless shirts

Stiletto pumps

Excessive jewelry

Visible body piercings (modest earrings are acceptable)

### **Acceptable attire includes:**

Nice blue jeans, sweatpants, or khakis

Skirts of fingertip length or longer

Button-down or polo-style shirts, neat t-shirts or sweatshirts

Blazers, jackets, cardigans, or sweaters in good condition

Clean sneakers, loafers, boots, flats, low heels, sandals, etc.

For further clarification about whether or not an article of clothing is appropriate, consult your supervisor.

## **Smoking/Tobacco Products**

Navarro College prohibits smoking and the use of tobacco products in the buildings and in the Navarro College vehicles. Workers are allowed to smoke only in designated smoking areas during scheduled break times. Extinguished cigarettes and tobacco products must be disposed of properly and should not be left on the ground.

## **Weapons**

The carrying of firearms on the premises of Navarro College is strictly prohibited. This prohibition includes those persons licensed to carry concealed firearms of any nature whatsoever, with exception of those employees who serve as campus police officers.



### **Harassment/Sexual Harassment**

It is the desire of the Navarro College Board of Trustees to provide for all students and employees an educational environment and workplace free from harassment of any kind. Sexual harassment in any situation is unacceptable, and is in violation of state and federal laws and regulations. Navarro College will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. When evidence of harassment is identified, appropriate corrective action shall be taken. Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, physical or mental condition or disability, veteran status, citizenship status, or other protected group status. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting. See the Navarro College Student Handbook for further clarification.

### **Safety, Accidents, and Emergencies**

If a student worker is injured on the job or if an injury is directly related to the performance of his or her job duties, he or she should report all injuries to his or her supervisor immediately, regardless of the severity of the injury.

Immediately report to a supervisor any accidents or injuries involving library or lab patrons.

In case of an emergency, common sense and good judgment should prevail at all times. Contact a supervisor right away. You may also need to call the Campus Police department at ext. 7500 or (903) 654-3999. For serious medical emergencies, dial 9 for an outside line then call 911.

### **Contact Numbers**

Paula Perkins/Sanchez Library Circulation Desk: 903- 875-7442

Mary Palmeri/Gooch Computer Lab: 903-875-7459

Genell Willingham (office): 903-875-7442

Chad Freeze (office): 903-875-7452

Tim Kevil (office): 903-875-7443

Campus Police: ext. 7500 or (903) 654-3999 (mobile, best for nights)

*Navarro College is committed to providing a safe and nondiscriminatory employment and educational environment. The College does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, or other status protected by the law in its programs or activities or in the context of employment. Inquiries regarding non-discrimination may be directed to the Title IX Coordinator or the Section 504/ADA Title II Coordinator at 3200 W. 7<sup>th</sup> Ave, Corsicana, TX 75110 or 1-800-NAVARRO.*

## **Checklist for New Student Workers**

- Filled out all necessary forms with the Financial Aid office
- Registered for classes
- Obtained Student Identification card
- Acquired Student Handbook
- Read & Signed Student Worker Handbook
- Signed Federal Work-Study Student Employment Agreement
- Attended Student Worker Orientation Meeting
- Located important offices
- Met all supervisors
- Set and approved work schedule
- Obtained Student Timesheet

I, \_\_\_\_\_, affirm that I have received and read the Navarro College Library Student Worker Handbook, that I understand the policies and procedures therein, and that I will be held responsible for adhering to them.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date