

Staffing & Scheduling.

Ideally a minimum of one student desk assistant is scheduled to work for every hour that the Current Periodicals & Microforms Room is open to the Public. In addition, on week days, full time staff members are available to oversee the Desk and function as support. In case of emergencies on weekends, contact a Circulation Supervisor at ext. 102 or 103.

Scheduling policies.

The Current Periodicals & Microforms Desk schedule is set at the beginning of each semester by the Student Coordinator, Bill Bejarano. This schedule remains the same all semester long, throughout the exam period (observing University schedule changes) to its last day. Any changes to the schedule must be authorized by the Student Coordinator.

Holidays & Finals

The student are responsible for observing [changes in library hours](#). Please notify the Student Coordinator at the earliest possible date of any changes that occur in your schedule due to finals, holidays, University schedule changes, etc.

Federal law governing the Work Study Program requires anyone working for more than 5 hours in a shift to take a minimum 15 minute break. Please clock out for this required break; doing so saves us a great deal of time and speeds the processing of your paycheck. If you do not clock out, a 15 minute break will be deducted from your pay by the payroll office, according to Federal regulations.

Substitutes:

If you know in advance that you cannot make a regularly scheduled work shift you must find a substitute:

- Notify the Student Coordinator, Bill Bejarano, of the shifts for which you are seeking coverage.
- Email your co-workers asking for coverage. Provide the time and dates needed for coverage.
- Fill out a substitution slip located on the bulletin board adjacent to the front desk. Post the filled out slip on the desk bulletin board. Substitutes are responsible for shifts they have agreed to cover. If they do not make it to work, it will be marked as an absence on their Attendance Record.

When agreeing to substitute for someone, keep in mind that Federal laws prohibit Work Study students from working more than 20 hours a week during Fall and Spring semesters.