Student Assistant Work Expectations
Digital Services Department, MU Libraries

Thank you for choosing Digital Services! We count on and appreciate the work performed by our students. What we do in Digital Services – from exciting projects to routine tasks – is in support of the mission of the University Libraries to "advance the teaching, research, and services programs of the University."

Please initial next to each line to indicate you have read and understand each expectation.

_____Following all University of Missouri and MU Libraries policies and procedures is expected. Failure to do so could result in disciplinary measures up to and including termination.

Work schedule and attendance

Conscientious, reliable employees are critical to being able to meet library goals.

_____Reliability, punctuality, and dependability are expected. Notify a supervisor as soon as possible if circumstances cause an unplanned absence or for you to be late. Three no call/no show absences will result in dismissal.

_____Reporting to work is not required when classes are not in session. The exception is Finals Week, during which the expectation is to work at least half of scheduled hours.

_____Plan in advance how you will balance academics with work, particularly during busy periods. Talk with your supervisor when your academic commitments need to take priority.

_____Time worked must be accurately documented in myHR.

Work behavior

All students who work in the library are expected to stay busy with current assignments. Students who spend time with personal emails, chats, etc., give the impression that there is not work to do.

_____Texting, emails, social media, or accepting non-urgent calls during work time are not allowed. Earbuds are permitted but excessive attention to your phone will result in disciplinary action.

_____A 15 minute paid break for each three hours of consecutive work is permitted. Break time cannot be used to come in late or leave early.

_____A half-hour lunch is required for a shift that is 6 or more hours.

_____Use of the MU Libraries staff room for lunch and breaks permitted only during work time.

Preservation of library materials

We handle a variety of library material in Digital Services including rare books and unique items. Preserving these items requires special care in how we handle them.

_____**No food or drinks** are allowed in the digitization lab or around library materials. All drinks in the work area must be in closed containers. Any food in work area must not be messy or distracting to yourself or others.

University policies

_____Equipment provided by the University belongs to the University, e.g., desks, computers, and office space. This equipment is for work, rather than personal use.

_____I understand that this document does not imply an employment contract in any manner.

_____	_____	_____
Employee's name	Signature	Date
_____	_____	_____
Supervisor	Signature	Date

Preferred Method of Communication: _____

Updated April, 2 2018