

Information Technology Temporary Employee Guideline

Employment

Temporary Employees means Extra Help, Graduate Assistants, Student Assistants, and Work Study. Temporary employment provides no benefits, sick leave, or paid vacation.

New Employees must provide the following documents to appropriate department prior to employment:

- Completed I-9: driver's license or student ID and social security card or birth certificate to be filled out in Human Resource (Old Main 207);
- Fill out W-4 in Payroll Department (Old Main 210)
(All employees must have their paycheck direct deposit. This is mandatory for the State of West Virginia.)

Student assistants must be as full time students: 12 hours for undergraduate students, 4 hours for graduate students, 2 hours for summer terms.

Length of employment is based upon:

- Work-study: amount of work-study grant
- Student assistant: available funds

Payroll/Work Schedule

Any employees who are hired after July 2002 are placed on Arrears payroll. For Temporary employment, pay check is always one month behind. For example, if an employee works from July 1 to July 16, this employee should expect the paycheck on August 16.

Every Library Temp Employee is assigned a time slot, time clock may be used to verify hours worked:

- New time clock cards begin the 1st and the 16th of each month
- New pay periods begin on the 1st and 16th of each month (if 30 days in the month) 17th (if 31 days in a month)
- Student is responsible for signing payroll card and having supervisor signature
- The deadline to turn in time card is 3 days following the last pay period
- Check distribution is on the 15th (if 30 days in the month) and 30th; 16th (if 31 days in the month) 31st

Student Work Schedules

- Must not conflict with class schedule. Class schedule must receive **first priority to be compliant with** University Student Employee Policy which states, the primary purpose of students being at this University is to obtain an education.
- Work hours are scheduled to accommodate full-time staff or respective department
- Work-study: schedule must not exceed hours set by financial aid grant
- Student Assistants: 19-20 hours weekly, students are allowed a 15 minute break if on duty for 3 or more hours.
- Schedule cannot exceed 8 hours a day, 7-8 hour days require an hour lunch **break**

Evaluation/Discipline

Student employees are expected to express a courteous, cheerful, and cooperative attitude toward the public, other students, and fellow employees. Tact, dependability, punctuality, neat appearance, dependable application of time, satisfactory work performance, and a friendly attitude are also expected. Student may be evaluated during employment, if satisfactory; student will then be evaluated annually for permanent personnel record.

Student must notify supervisor in advance when unable to report to work. Student may be dismissed for continued failure to adhere to departmental expectations or, if after sufficient training, there is no improvement in job performance, work habits, or conduct. Student may receive notice of immediate dismissal for the following:

- Theft
- Dishonesty- This includes clocking in and leaving the job
- Willful destruction, defacement, or mishandling of University, Library, student or visitor property or data
- Use of alcohol or drugs while working
- Gross insubordination
- Threats or flagrant violation of recognizably reasonable standards of conduct
- Excessive absents or failure to report to work. (Students must notify the supervisor if going to be absent, preferably in advance).