Terms of Employment
University Library

Position
Student Casual Library Assistant (CUPE 1975 Operational Services phase one).

Duties
- Provide assistance to library clients at the service desk.
- Perform check-in and check-out procedures for books and materials in Sierra.
- Respond to general queries received in person and by telephone.
- Perform various tasks related to collection maintenance such as shelving and ensuring materials are tidy and in proper order.
- Complete opening and/or closing duties when required.
- Address issues and disputes with escalation to the Supervisor, as necessary.
- Perform physical processing, labelling and minor mending of damaged materials.
- Undertake other duties, as assigned.

Hours of Work
Casual hours of work, due to its nature, cannot be scheduled, anticipated, projected, or may be of very limited duration. Therefore, please be advised there are no guaranteed hours of work for casual appointments. Your hours of work will be posted at your assigned location at least one week in advance. Your employment end date is (circle one): April 30, 20__ or May 31, 20__.

Confidentiality
During the course of your employment with the University Library, you will be entrusted with confidential and proprietary information. Such information will not be released or divulged, whether directly or indirectly, unless authorized by university policy, required by law, or through the express written consent of the University of Saskatchewan given under the hand of the proper officer with authority to give such consent.

Student Casual Employee Responsibilities
- You must attend and complete mandatory training sessions. If you do not attend and complete training, you will not be scheduled for shifts.
- You must be available to work as required during library hours of operation for the full duration of the term of employment including all study weeks and exam periods.
  - If you are unable to work a scheduled shift for any reason, you must make timely arrangements for it to be back-filled by a co-worker, and inform your supervisor of the change as soon as arrangements are in place.
  - Multiple missed or traded shifts and/or reduced availability is cause for dismissal.
- You must notify your supervisor if you currently have, or obtain, additional employment on campus during this appointment.
- To be paid on time, you are required to enter/submit your hours worked in PAWS:
  - Enter/submit your hours immediately after each shift.
  - Hours must be entered prior to 4pm on the last day of the pay period to be reviewed and approved by your supervisor.
If you have multiple casual appointments, carefully review your timesheets when entering hours worked. Pay attention to: Pay Rate; Department; Job Title; Supervisor; Fund Description (in Additional Information).

Expectations

- As a staff member, you are a representative of the Library and how you interact with patrons will reflect on the Library’s reputation. We expect:
  - Professionalism, respect, compassion & courtesy when dealing with patrons & fellow staff.
  - Clean, neat, appropriate attire.
  - Punctuality. No exceptions.
  - Careful, accurate work.
  - Organization and self-motivation.
- You will be entrusted with confidential and proprietary information. Such information must not be released or divulged, whether directly or indirectly, unless authorized.
- Refer issues that are not readily solved within established guidelines and procedures to the supervisor or appropriate delegate.
- Activities such as eating, class work, recreational reading, and personal business including phone calls, texting, and socializing to an unreasonable degree while on duty are not permitted. This includes checking e-mail, social media accounts, and any other use of the internet unrelated to library duties.
- Personal use of office equipment or workstations is not permitted.
- Employee break areas are for use during shifts only.
- Use of headphones and ear buds are not permitted at any service desk. At the discretion of the supervisor, one ear bud may be worn while shelving.

All work shall be conducted in accordance with University policies, procedures, and statutes pertaining to health, safety and environment.

By accepting these terms of employment, you acknowledge and agree that you shall abide by all terms and conditions outlined above.

**Supervisor:**

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**Employee:**

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Original: stays on file with Supervisor for duration of employment
Copy: for employee