

Library Employee Handbook

Welcome to the UC Berkeley Library! This handbook is designed to help guide Library employees, answer questions about Library expectations, policies, procedures, opportunities, and provide additional information and resources.

Table of Contents

- A. [Employee Conduct in the Library](#)
 - B. [Appearance and Grooming](#)
 - C. [Employee Assistance Program](#)
 - D. [Benefits](#)
 - E. [Holidays](#)
 - F. [Staff Service Awards](#)
 - G. [Employee Parking](#)
 - H. [Career Development and Advancement](#)
 - I. [Reduced Fee Enrollment Program](#)
 - J. [Library Borrowing Privileges](#)
 - K. [Cost Consciousness](#)
 - L. [Emergency Procedures](#)
 - M. [Resignation from Employment](#)
 - N. [When You Need Help](#)
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A. Employee Conduct in the Library

In order for all Library employees to work together productively, it is necessary for us to have a common understanding of expected behaviors. The Library has guidelines to help staff, faculty, and students better understand rules, and expectations when it comes to conduct. Below are examples of Library expectations for employee conduct:


- There is no smoking in the Library at any time.
- Effective January 1, 2014 the UC Berkeley became a tobacco free campus. Find more information and campus policy at <http://www.tobaccofree.berkeley.edu/>(link is external).
- The Library follows the UC Statement of Ethical Values and Standards
- For the preservation of library materials and equipment, eating and drinking is prohibited in the Library, except in locations authorized as appropriate by your Department/Unit Head. Such areas include the designated Staff Room or other locations away from heavily used work areas or public access areas as your department/unit head indicates.
- To maintain an environment most conducive to our patrons' desire for quiet concentration, and to assure staff attentiveness to the needs of users and colleagues, library employees will not use personal audio or video devices during library open hours.
- The abuse of legal and illegal substances, including alcohol, prescription drugs, or other controlled substances impairs an individual's ability to perform his/her work satisfactorily. Employees who abuse alcohol or drugs in the workplace, or whose job performance is impaired by such abuse, may be subject to corrective action up to and including dismissal.

- Employees who need assistance with a substance abuse problem should discuss the problem immediately with their supervisor or the Library Human Resources Department. Be Well at Work - Employee Assistance is a campus employee free assistance program that can provide confidential problem assessment, counseling and referral.
- Use of library equipment or services for personal or commercial purposes is not permitted. All work related documents are the property of the Library and are not to be copied, used, distributed, or removed without Library approval.
- Physical violence or threat, and verbal abuse constitute unacceptable behavior in the workplace. Violent or disorderly behavior by Library staff toward co-workers, library patrons or others will not be tolerated and may result in discharge from employment.
- UCB Library employees are caretakers and guardians of one of the world's great collections of information and knowledge. Mutilation or theft of library materials or other University property is grounds for immediate discharge.

Be sure to discuss with your supervisor any other organizational requirements which, due to the special nature of your work or work environment, may be expected. Also feel free to consult University Personnel Policies for Staff Members([link is external](#)) and your collective bargaining agreement (if applicable).

B. Appearance and Grooming

The Library at UC Berkeley provides service to faculty, staff, students and the general public. We are committed to offering a professional level of response to all



who inquire. It is expected that employees will take pride in a neat appearance and maintain their dress in a manner appropriate to their work.

The Library bases concern for appearance on two assumptions:

1. The way we look is an important form of non-verbal communication.
2. When on duty, we represent the Library and the University to all those with whom we interact.

Definitions of appropriateness in dress and grooming may vary from person to person, job to job, and unit to unit. In some cases, there may be work place safety considerations. Supervisors will confer with you when you or they are in doubt about the acceptability of your appearance or details of dress. Supervisors are responsible for giving helpful feedback concerning how your self-presentation may affect work performance.


C. Employee Assistance Program

Be Well at Work - Employee Assistance is an employee assistance program (EAP) providing free, confidential counseling and referrals for Berkeley faculty and staff. Be Well at Work - Employee Assistance offers assistance with a wide range of problems, including work and personal stress, emotional concerns, family and relationship difficulties, alcohol and drug problems, financial and legal issues. Call Be Well at Work - Employee Assistance for a confidential appointment at 643-7754.

D. Benefits

Vacation, Sick Leave, Other Leaves, and Health Plans

UC offers its employees a comprehensive benefits package, designed to protect




your family's personal and financial health now and in the future. As much as 40% of your salary may be "paid" to you over again in leave and insurance benefits. Sick, vacation, and holiday leave (also special kinds of paid leave for administrative, civic, and military duties) accrue each month. Medical, dental and vision, and behavioral health are standard benefits that follow you throughout your career. You will be also accruing retirement/catastrophic disability/survivor income from both the University's Defined Benefit Plan and Social Security/Medicare.

Number of advantageous options include:

- Supplementary disability insurance
- Worker's Compensation
- Life, accident, disability and unemployment insurance
- A prepaid legal expense insurance plan
- Accidental Death & Dismemberment insurance
- Tax-shelter plans for Health and dependent care
- Staywell
- Family Care Resources
- An excellent and wide choice of voluntary long-term savings & investment plans, fully or partly tax-sheltered.

Your eligibility for some or all of these benefit plans depends on your status: career or limited; the percent-of-full-time (Full-Time Equivalence) and length of your appointment; and on your UC student status. A basic, "CORE" benefits package, including catastrophic medical insurance, is available to non-student employees appointed to work more than 43.75% FTE (about 17.5 hours weekly), but less than full-time - or if half-time or more, then for less than a year.

If you are appointed to work full-time for three months or more (but less than a



year), you are eligible for a "Limited Career" benefits package which, while less comprehensive than the complete benefits package, does offer full medical insurance. Appointments at half-time or better, for one year or more, are eligible for full "Career" benefits and other benefits as well.

Benefits eligibility can change if the terms of your employment at the University change-either in your initial job, or when you change, or take additional, UC jobs. Consult your Benefits Counselor if you're uncertain about your benefits status. There are many benefit choices which allow employees to tailor coverage to his or her family. Insurance and financial plan rules and procedures can be complex. You are responsible for making your choices correctly and promptly, and for keeping informed about-and getting full value from-continually changing plans and options. Before the end of your first month of employment, be sure you have consulted with LHRD or the CSS Business Partner about the selections and enrollments you are interested in. A number of important insurance options are permanently restricted 31 days after your date of hire. Open Enrollment for UC occurs every year during the month of November. At this time you may change your medical, dental and enroll or de-enroll family members.

E. Holidays

The University of California recognizes 14 paid holidays:

- January 1
- Martin Luther King Jr. Holiday
- Presidents Day
- Academic Holiday
- Memorial Day

- Juneteenth
- Fourth of July
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Holidays are paid proportionally, for employees working half-time or more in the month. Sick and vacation leave also accrue proportionally. For all employees, sick leave accruals range from 4 hours (for half-timers) to 8 hours (for full-timers) monthly. Vacation leave accrues at a rate based on your personnel series or labor agreement, the proportion of the full-time month that you work and, for non-academic employees, also on length of UC and some California state service. Each month or twice a month if you are bi-weekly paid, you will need to report leave activity in CalTime and you can also check your leave balance there. Most new staff employees may not use accruing vacation leave for their first six months. Afterward, vacation leave may be used with supervisory approval as accrued, and may accumulate to a maximum of two years' full-time accumulation. Beyond the two year accumulation you forfeit further accruals.

Sick leave may accrue indefinitely: upon retirement, unused sick leave will increase service credit, enhancing your monthly retirement income.

F. Staff Service Awards

After 10 years of employment at 50% time or more, employees become eligible to receive a service award as a grateful acknowledgement of their years with the University. Every five qualifying years thereafter, employees may receive an additional recognition. The awards are distributed twice yearly to the Library staff employees who have reached a service milestone in the previous six months.

G. Employee Parking


Traffic and parking problems around the Berkeley campus have been increasing over the last decade. Driving and parking are becoming less convenient as freeway and street traffic slow and competition for limited parking increases. The Berkeley campus supports alternative transportation options to the one person/one car configuration so common in the Bay Area. Since parking is so limited, and if available may be quite costly, you will need to plan carefully your transportation arrangements to and from work.

Berkeley campus employees can purchase daily scratch-off permits or sign up through [Wageworks\(link is external\)](#) for a monthly deduction to obtain a monthly parking pass.

For more information please visit [Parking and Transportation Department\(link is external\)](#).

H. Career Development and Advancement

The [Staff Development Committee\(link is external\)](#) of the Library is a standing committee of employees appointed by the University Librarian to two year terms.



The Committee is charged with the allocation and distribution of training support funding to staff members who apply for career development opportunities such as classes, seminars, conferences, and other training sessions given outside of The Library. Each year SDC offers a short "Early Bird" program to keep staff informed of its activities and funding opportunities.

I. Reduced Fee Enrollment Program

The Reduced Fee Enrollment Program is a special benefit available to career status employees who have completed their probationary period and attend regular session University classes as enrolled students, while working at the University. Employees approved for this program receive a 2/3 reduction in their registration fee and education fee for up to three classes or nine semester units, whichever is greater. Employees registered under this provision are ineligible for the services of the Counseling Center, gymnasiums, or the Student Health Services, other than those services to which the employee is regularly entitled. Adjusted scheduling, and time off to attend classes, may be granted by your supervisor with the concurrence of your Department Head and Associate University Librarian depending on workload, staffing, and the relation of coursework to your Library job or career goal.

J. Library Borrowing Privileges

All UC staff may utilize their Cal 1 Photo ID card for all library borrowing in all campus libraries (except Law Library). Electronic resources and inter-library borrowing resources are also available for use by staff. Loan periods vary from library to library; details regarding renewing items, billing and blocking may be located online. Library cards for partners/spouses are available upon request at the [Privileges Desk\(link is external\)](#).

K. Cost Consciousness

The University of California is often called the greatest public university in the United States. As a public institution we provide our services in part through taxpayer and voluntary contributions. It is important for us to remember that we also are the public that we serve and that we have a responsibility to ourselves and our fellow Californians to use our resources wisely for the greatest benefit to our patrons.


Personal use of University telephones, supplies, computers, software, photocopy or other equipment or services represents a direct cost to the public. The Library expects all employees to use library services, supplies, and equipment for business purposes only.

L. Emergency Procedures

All Library units have been equipped with a first aid kit, a flashlight and batteries, and a battery powered radio as well as a modest level of emergency food and water. Each unit has developed an emergency evacuation procedure. Evacuation drills are held in the Doe and Moffitt facilities. Be certain that you understand your role in responding to emergencies.

M. Resignation from Employment

After providing your supervisor and LHRD with the required two week notice of resignation from the Library and the University, you will be contacted by CSS HR to schedule an exit appointment and complete your CalTime timesheet. You will receive information about options to continue your medical and life insurance coverage through COBRA. You will also be asked to complete an exit questionnaire which will give you an opportunity to comment on your job responsibilities and



training received. These exit questionnaires are confidential and provide the Library with important information and feedback on overall working conditions and policies.

N. When You Need Help

Your supervisor and department head are there to assist you when you need help at work. The Library Human Resources Department and [Berkeley Regional Services \(BRS\)](#) can also assist you in work-related matters, including employee relations, payroll and benefits questions. If a problem should arise, be sure to contact your supervisor, department head or LHRD right away. The Library can help you successfully navigate the sometimes complex policies, procedures, and working environment of the University of California.