

Supervisor's Guide to Student Employment

Please read the following information carefully to familiarize yourself with University and Library expectations, policies, and procedures regarding working conditions and benefits. Consult with your immediate supervisor, unit/section head, or the [Library Student Employment Office](#) if you have any questions. The following is only a summary for easy reference.

Table of Contents

- A. [Student Titles](#)
 - B. [Posting a Job](#)
 - C. [Work Study](#)
 - D. [Hiring Process](#)
 - E. [Graduate Students](#)
 - F. [Non-Registered Students](#)
 - G. [Library Holiday and Finals Policy](#)
-

A. Student Titles

Student Assistant II (Regular)

This title is the regular rate for all student library employees.

Student Assistant III (Workleader)

This title is to be used for student library employees in public service units when they work on a night and/or weekend shift AND when they are in charge of all student workers on that shift AND there is no non-student staff member on duty.

All student employees earn the regular rate when not working in this capacity.

Workleader Rating

All new student library employees are initially set up to be paid the regular student rate. Students hired into public service units that are open on nights and/or weekends will be dual rated (set up to be paid at both the regular and workleader rates).

The Library manages student employee time using an automated timekeeping system called Caltime. Students are paid based upon their punches in Caltime and always earn the regular rate unless working a specific, pre-approved workleader shift. Students working workleader shifts will clock in as normal and their supervisor will transfer their punch to the higher rate in Caltime. It is the responsibility of the supervisor to monitor all Caltime timesheets for accuracy.

Student Assistant III (Graduate)

This title is used for Graduate Students who perform advanced level research and curatorial support to academic Library personnel. The Library uses working titles such as "Curatorial Assistant" (payroll title Student Assistant III) as appropriate for the duties performed.

B. Posting a Job

Jobs are posted by the supervisors using the job posting Dashboard. For instructions on how to post a job, refer to the Student Job Requisition Guide.

If you have trouble posting a job, contact the Student Employment office, or call the Student Employment Coordinator at 643-8479.

Once your job is submitted, it is approved by Library Human Resources and Library Business Services and will be viewable.



Students will bring their completed job application into the HR office; their application will be reviewed against the job posting to determine their eligibility. Work study will be checked. Once this has been verified the student will be given the supervisor's contact information-either email, phone, or both depending on what the supervisor indicates on the job requisition.

Supervisors will work with the student(s) to set up an interview.

C. Work Study

Students will be required to have work study before they can apply for a position that is posted as work study only. LHRD will log into the work study site with the student to determine their work study eligibility and award. This information will be printed for the student to bring to potential supervisors when they come for an interview. The supervisor can use this amount in determining who will be the best fit to hire.

New hires will be referred to work study and must accept it before their information is sent to Campus Shared Services to set up their onboarding appointment. If the student is unable to be referred they will be asked to go to the work study office to work out the problem. The supervisor will be informed of this delay. In some rare instances, a student may not be able to work out the problem with the work study office; in such a case, the supervisor can then decide to hire another student from the pool or repost the job.

When the work study award ends, it will be up to the unit head and supervisor to determine if they have sufficient funding to retain the employee. Students should be encouraged to go to the work study office to discuss increasing their award.

In the past, students have been allowed to work one semester after they graduated. It should be noted that these students are not eligible for work study after graduation. Once again, the unit head and supervisor will determine if they have funding to keep the employee. This will also be the case with students who have withdrawn for the semester.

LHRD will submit a monthly report to the unit heads and supervisors, by e-mail, which will have the financial information necessary to manage the awards.

D. Hiring Process

1. When you have made your hiring decision, email [Student Employment](#) with the student's name, ID and email address.
2. The student will receive a job offer email from LHRD.

3. When they accept the job the student will then be referred to work study.
4. When the student accepts the work study award their information will be sent to Campus Shared Services, who will contact the student to set up their onboarding appointment. Student onboarding sessions are listed [online](#).
5. Students must **complete** their new hire paperwork with Campus Shared Service and provide proper ID before they can start working.
6. When their paperwork is complete, they will be advised to contact their supervisor.
7. When LHRD is informed the student has completed the paperwork and can start working, an email will be sent to the student with new hire information on how to sign up for direct deposit and a link to the Student Employee Handbook. Supervisors will be copied on this email.
8. The Student will receive an email from the campus learning center about completing the Sexual Harrassment Training. For more information on this contact the [Learning Center](#).

E. Graduate Students

The Library employs some graduate students in both regular Student Assistant positions and Graduate Student Assistant positions. The following requirements apply to any jobs posted for Graduate Student Assistant positions:
Employment Requirements

1. Must be a regularly enrolled graduate student.
2. May not work over half-time per week during the academic year, between all appointments combined, unless a [waiver](#) is granted by the [Graduate Division](#).
3. Must work under the direction of a librarian or a Library faculty member or authorized Principal Investigator.
4. May work through the end of the last month of the semester in which the terminal degree is awarded, i.e., spring graduates may work through May 31.
5. Appointments must have an end date within one academic year or less; reappointment is not guaranteed.
6. Job Criteria
7. Must perform assigned library duties (i.e. research, quantitative analysis, data compilation, bibliographic searches, transcribing scholarly documents, et al.) related to the graduate degree program.

8. May or may not collaborate in the publication of research.
9. Must work under the direction of a librarian or a Library faculty member or authorized Principal Investigator.

Some graduate students are eligible for Work Study. To find out if you're eligible, contact the [Work Study office](#). If you are eligible to receive Work Study funds, you must accept the job referral in the process outlined in the Work Study section above.

F. Non-Registered Students

The following are the UC Policies which govern student employment on campus and in the Library.

Eligibility for student positions requires one of the following:

- Current regularly enrolled UC Berkeley semester registration.
- UC Berkeley registration from the immediately preceding semester (i.e., fall semester registration is acceptable through spring semester and spring semester registration is acceptable through summer)
- Acceptance or readmission to UC Berkeley for the upcoming semester
- Acceptance into Extension's Fall Program for Freshmen (FPF)

Supervisors seeking to employ under #2 or #3 above should send a notice to [Student Employment](#) citing status of student's pre- or post-registration. Upon request, the appropriate extension will be approved.

G. Library Holiday and Finals Policy

Library student employees may work additional hours during finals and break periods with Supervisor/Unit Head approval provided that there is sufficient need and the Unit can support the extra payroll cost. Supervisors should be aware that students who work over 19.5 hours per week may become eligible for sick time. Under no circumstances should a student be allowed to work over 40 hours any week between all on-campus jobs combined.