STUDENT EMPLOYEE HANDBOOK

2025

UTA Libraries

Table of Contents

INTRODUCTION 3
Our Mission – What We Do and Why 4
Our Vision – What We Dream to Achieve 4
Our Guiding Principles – What Steers Us 4

A Brief History of UTA Libraries 5

POLICIES & PROCEDURES 6

Work-Study at UTA Libraries 7
Work-Study Eligibility 7
Work-Study Positions 8

Work Schedules 9
Weekly Hour Limits 9
Reliability & Punctuality 10
Breaks 10

Time Management & Pay 11
New Student Employees 11
Electronic Time Records (TCP) 11
Time Management 12
Reviewing and Approving Hours 13
Direct Deposit 13
Paper Checks 14
Payroll 14
Termination 15

STUDENT EMPLOYEE CONDUCT 16

Performance Management & Merit 16
Performance Correction 16
Performance Evaluations 19
Merit 20

Professionalism & Ethics 22
Ethics 22
Confidentiality 22

Dress Code 23
General Principles 23
Not Permitted 23
Special Considerations 24

Communication Guidelines 25
Professionalism 25
Email and Teams 25
Media Inquiries 26

GROWTH, WELLNESS, & RESOURCES 27

Professional Development 27
CliftonStrengths 27
Academic Impressions 28
LinkedIn Learning 28

SAFETY & Wellness Resources 29
Reporting Hazards 29
Workplace Injuries 30
Personal Safety 30
Active Threats 31
Counseling Services 31
Crisis Resources 32

INTRODUCTION

Welcome to UTA Libraries!

Student employees play a vital role in furthering the mission and vision of both the Libraries and UTA. This handbook is designed to be a practical and valuable resource for student employees. It aims to provide guidance on the Libraries' expectations and answer the most common questions that student employees have during their time with UTA Libraries.

UTA Libraries

Our Mission – What We Do and Why

To blaze a path forward in knowledge inquiry and creation, empowering students, faculty, and the community to enrich lives through innovative resources, transformative learning, and collaborative engagement.

Our Vision – What We Dream to Achieve

To be recognized as a leading tier-one research library, where our staff are esteemed knowledge partners and the Libraries serves as the central hub for academic and community engagement. We aim to provide transformative collections, exceptional programs, and cutting-edge spaces and technology that foster innovation and collaboration.

Our Guiding Principles – What Steers Us

We Care

We Empower

We Take Ownership

We Pursue Excellence

A BRIEF HISTORY OF UTA LIBRARIES

The Central Library first welcomed visitors in 1964, serving as a hub of activity for the University of Texas at Arlington. Since then, UTA Libraries has expanded, adding floors to the Central Library, and steadily growing its collections. In 1982, the West Campus Library (formerly the Architecture and Fine Arts (AFA) Library) was introduced, followed by the Science and Engineering (SEL) Library in 1989. Today, UTA Libraries stands as a model for urban academic libraries in the 21st century, committed to advancing the research and scholarship of its diverse patrons.

UTA Libraries

POLICIES & PROCEDURES

The University of Texas System operates under several protocols, including the Rules and Regulations of the Board of Regents and the UT Systemwide Policies, in addition to applicable state and federal laws. UT System Administration is also governed by a Handbook of Operating Procedures.

The University of Texas at Arlington maintains its own policies and procedures not covered by the above regulations. Student employment is governed by the UTA Student Employment Policy and the UTA Student Employment Procedure, and together they serve as the University-level authority in matters of student employment.

However, neither of these policy documents are all encompassing, and it is expected that departments of the University should formulate more specific policies relating to student employment. This handbook is considered the Libraries' governing document for those policies.

Those with questions about policies contained in this document, or about how those policies interact with University policies, may direct their questions to LibrariesAdminHR@groups.uta.edu.

WORK-STUDY AT UTA LIBRARIES

Work-study is a federal and state student aid program that provides opportunities for part-time employment while you are enrolled in school to help pay your education expenses.

Many student employee positions at UTA require the applicant to maintain eligibility to participate in the work-study program as a condition of their employment.

Information regarding work-study at UTA can be found on the Financial Aid Office's Student Employment webpage, or on the Career Development Center's Work Study Positions webpage.

Work-Study Eligibility

Work-study eligibility is contingent upon the completion of the Free Application for Federal Student Aid (FAFSA). During the completion of your FAFSA, you will be given the opportunity to apply to participate in the federal Work-Study Program.

Application to the program does not guarantee that one will be awarded work-study funds. Additionally, continued eligibility for these funds is based on a student's financial situation as determined by their

FAFSA as well as their enrollment status. A change in those factors may reflect a change in their ability to be awarded work-study funds.

The above links provide instructions on how to check for work-study eligibility in MyMav. Work-study students must submit a new copy of their Work-Study Eligibility Form to Libraries Administration at the beginning of each semester that they are working.

Work-Study Positions

Students employed in a work-study position are subject to certain restrictions and additional expectations.

Work-study allotments are available on the first day of each semester's financial calendar: 9/1 for fall; 1/1 for spring; and 6/1 for summer.

UTA Libraries makes no guarantee of continued employment even if students have received a work-study award. However, students may lose a position contingent upon their work-study funds if eligibility is lost at any time during their period of employment.

Final consideration regarding continued employment is left to the limited discretion of the supervisor and the budgetary needs of the department.

WORK SCHEDULES

Student employees are scheduled to meet the needs of the department. Allotted hours are contingent upon the unit's budget, the student's availability, and the availability of tasks or coverage needed.

Student employees are expected to understand and work productively towards the tasks they've been assigned. Students should not work on homework while on shift. Student supervisors are available to answer questions and assign additional tasks.

Weekly Hour Limits

Non-work-study students may work up to 19 hours/week while in classes. During intersession periods they may work up to 39 hours/week.[1]

Students employed in work-study positions may never work more than 19 hours/week, across all positions, regardless of whether they are in classes. Most work-study students work an average of 15 hours a week to avoid depleting their work-study award before the end of the semester.

[1] UTA limits student employees to 40 hours/week when not in classes; however, to protect against accidentally accruing overtime or violating visa restrictions, the Libraries limits student employees to 39 hours a week.

Reliability & Punctuality

Student employees are expected to maintain good stewardship over their time and commitments. While UTA Libraries understand that student employees are students first, they are nevertheless expected to be present and on time for all their shifts. If an employee anticipates that they may be late or absent, it is their responsibility to notify their supervisor as soon as possible and to seek coverage for their shifts.

Supervisor approval is needed for absences other than illness and emergencies. Excessive absences and tardiness are grounds for dismissal.

Breaks

UTA Libraries affords a single, **fifteen-minute paid break** to those working at least four consecutive hours. This break is permitted at the discretion of the student employee's supervisor, and contingent upon the operational needs of the department and the employee's ability to complete their assigned tasks in a timely manner.

In addition, a single **thirty-minute unpaid break** may also be afforded to student employees who work six consecutive hours. This break is subject to the same conditions as the fifteen-minute paid break.

Whenever possible, students should eat while on their breaks and not at the public service points.

TIME MANAGEMENT & PAY

New Student Employees

Newly appointed student employees need to use paper time sheets to record their hours until they have obtained access to the electronic time records system (TCP).[1] Supervisors can manually add hours to TCP for any time the student worked during the current pay period; for hours worked during past pay periods, the supervisor must submit the signed paper time sheets to LibrariesAdminHR@groups.uta.edu once the student has been fully onboarded and is visible in TCP.

Electronic Time Records (TCP)

TimeClock Plus (TCP) is UTA's time record management application., It is important for students to understand that accurate time reporting is a basic expectation for employees. Intentional manipulation of time records will result in the immediate dismissal of the student employee.

TCP is accessible via WebClock, the Remote Data Terminal (RDT) found in the Mail Room, or the MobileClock app. Departments may

[1] See Payroll for information on pay periods.

limit using different clock-in methods to better ensure timekeeping accuracy; please refer to your supervisor to learn of any unit restrictions.

New student employees will need to complete the TCP Canvas course to access TCP.

See the TCP Training Guide for more information.

Time Management

When starting or ending their shift, employees should use the "Clock In" or "Clock Out" function. This can be done through any of the TCP access points.

If a shift includes a 30-minute lunch break[1], employees need to remember to clock out for lunch and clock back in upon return using the "Leave on Lunch" and "Return from Lunch" functions.

If an employee forgets to clock in or out, TCP allows for correction of one missed punch from the last segment. Should this be necessary, it is imperative that the employee notify their supervisor, and use the note function to describe the reason for the correction.

Student employees who are unable to correct their time will need a supervisors' assistance in doing so. Should a supervisor or

[1] see Breaks

department head be unavailable to correct the time, contact Libraries Administration (LibrariesAdminHR@groups.uta.edu) for assistance.

Reviewing and Approving Hours

Regularly review and approve your hours in TCP. This ensures accurate timekeeping and helps you stay informed about your work hours and maintain adherence to the 19-hour weekly limit during classes.

Direct Deposit

It is strongly recommended that employees sign up for direct deposit. It is considered the easiest, safest, and most reliable method to receive pay. To sign up for direct deposit, fill out the direct deposit form through UT Share under the Employment Information tab. Employees may enroll in direct deposit at any time.

Direct deposit can take up to two weeks to take effect, but you will receive paper paychecks until then. You will receive an email notification from Payroll Services each time your paycheck is directly deposited.

Paper Checks

If you do not have direct deposit (or if you have enrolled, but the information has not yet been processed by Payroll Services) you will need to pick up your paycheck from the front desk of Payroll Services, located in the Watson Building, 219 W Main St, Arlington, TX 76010.

As of May 1, 2025, payroll checks will only be available for pick-up on payday. Any paychecks not picked up on payday will be mailed to the address on file in UT Share. You must show photo identification to pick up your paycheck.

Payroll

Student employees are paid on a semi-monthly basis. Failure to approve time entries may result in delays or overpayment. Overpaid wages are deducted on the next pay cycle.

Paper timesheets for prior pay periods must be submitted to Payroll[1] by 5pm on the last day of the current pay period. Supervisors can submit signed time sheets to LibrariesAdminHR@groups.uta.edu.

[1] See Payroll for information on pay periods.

Termination

Voluntary - Student employees may resign at any time. It is recommended that students give your supervisors 1-2 weeks' advance notice when leaving a position.

STUDENT EMPLOYEE CONDUCT

This section of the UTA Libraries Student Employee Handbook outlines the policies and procedures that govern the day-to-day activities and conduct of student employees. The purpose of this section is to establish a clear understanding of the expectations and standards to which all student employees are held.

In addition to the guidelines below, all student employees are expected to adhere to UTA's Student Conduct and Discipline Policy, even when acting in their role as an employee.

Questions or concerns about proper student employee conduct may be directed to the employee's supervisor, or by contacting Organizational Excellence at LibrariesAdminHR@groups.uta.edu.

PERFORMANCE MANAGEMENT & MERIT

Performance Correction

The corrective action process follows a progressive approach, giving student employees the opportunity to receive coaching and improve their performance or behavior before punitive action is taken. The Libraries greatly values the role we can play in our student employee's

professional growth, and prioritizes providing regular feedback regarding performance to ensure a mutually beneficial employment relationship. Employees who do not show improvement after constructive feedback is given are subject to termination from their role. UTA is an at-will employer. Student employee appointments are without a fixed term and are subject to termination at the discretion of the University.

The steps outlined below are intended to ensure that the supervisor and employee are productively communicating about performance expectations and that appropriate time is given for the employee to make needed changes. Depending on the severity of the performance issue, supervisors may take any level of corrective action deemed appropriate for the circumstances.

Step 1: Resetting Expectations

If a minor issue arises (e.g., tardiness or performance concerns), your supervisor will have a one-on-one conversation with you to address the concern, clarify expectations, and offer guidance for how you can achieve sustainable improvement. This feedback may be informally documented through email to ensure clarity for both parties after the conversation.

Step 2: Final Warning

If infractions persist or become more serious, your supervisor will meet with you again and offer a final warning. The supervisor will

follow up this conversation with an email or other written documentation to clearly outline the concern and the specific improvements expected. You will also have an opportunity to provide your feedback.

Step 3: Termination

Involuntary - If your performance does not sustainably improve within a reasonable amount of time, you may be terminated from your position. More egregious issues may result in immediate termination without working through the previous steps outlined above; supervisors must consult with Organizational Excellence and Human Resources before pursuing this option. When possible, supervisors will work with students throughout a semester to allow for growth in their areas of need; this also allows you to complete your academic responsibilities and transition out of the role at the end of the semester. However, you can be terminated at any point during the semester if you are not meeting clearly defined performance and behavioral expectations. Supervisors will provide feedback to help you in future positions.

Work performance issues include, but are not limited to:

- Tardiness
- Absenteeism
- Reluctance or failure to meet job requirements as listed in the job description
- Excessive personal calls during working hours
- Excessive visiting with friends during working hours

- Failure to record time each shift

Gross misconduct resulting in immediate dismissal includes, but is not limited to:

- Falsification of timesheets and/or inaccurate reporting of time
- Theft
- Being at work under the influence of alcohol and/or illegal substances
- Use of University equipment or supplies for personal gain
- Inappropriate disclosure or use of confidential information

Gross misconduct may also result in referral to the Office of the Dean of Students, loss of financial assistance, and/or expulsion from the University.

Performance Evaluations

Performance evaluations are conducted prior to the end of each full academic semester (Fall, Spring, and Summer) to assess the work quality, success, and professional development of student employees.

These evaluations provide a valuable opportunity for feedback, recognition of achievements, and identification of areas for improvement.

The Student Employee Performance Evaluation document assesses a student employee's performance across six key categories, each

rated on a scale from 1 (lowest) to 5 (highest). Here is a short summary of what it evaluates:

Evaluation Categories:

1. Reliability – Punctuality, time management, and task prioritization.
2. Work Quality – Accuracy, thoroughness, and critical thinking.
3. Communication – Effectiveness, active listening and adaptability.
4. Initiative – Independence, proactivity, and willingness to learn.
5. Professionalism – Ethical conduct, accountability, and demeanor.
6. Teamwork – Collaboration, conflict resolution and inclusivity.

Merit

A student employee who receives scores of four or greater across two semesters will be eligible for a merit-based increase to their wages.

Final determinations of merit eligibility are contingent upon departmental student budgets.

The table below shows the amounts that may be awarded based on the average score range of an employee's evaluations over two semesters.

Once a merit-based wage increase has been awarded, another may not be awarded to the same student until two additional semesters have passed, assuming the eligibility criteria is still met.

Pay increases from promotions do not count towards this limit.

AVG. SCORE RANGE	WAGE INCREASE
4.00 – 4.42	$0.20
4.43 – 4.74	$0.30
4.75 – 4.99	$0.40
5.00	$0.50

PROFESSIONALISM & ETHICS

Ethics

Ethical conduct is a basic expectation for all student employees. An employee that observes or suspects unethical behavior or subversions of policy should notify their supervisor immediately.

Suspected fraud, theft, and other unethical behavior may be reported to UTA's Anonymous Ethics Hotline (877-507-7314).

Confidentiality

Student employees often have access to sensitive information, and it is imperative that strict confidentiality is always maintained, as per university policy. Any breach of confidentiality is considered serious misconduct and will result in disciplinary action up to and including the termination of the employee.

Some departments may require the use of the approved **Student Employee Confidentiality Agreement**.

Employees who have not expressly signed a confidentiality agreement are not exempt from strict adherence to confidentiality expectations.

DRESS CODE

UTA Libraries welcomes our staff to dress professionally while still embracing flexibility, comfort, and expression of personal style. Attire should be reflective of the individual's role, work tasks, and assignment of the day. By adhering to the guidelines below, employees will support the Libraries' commitment to excellence in service and scholarship while contributing to a professional, welcoming, and inclusive atmosphere for our community.

General Principles

Employees should present a clean, well-maintained, and professional appearance that reflects the academic environment of UTA Libraries.

Staff should wear name tags and be easily identifiable as employees when working in public areas.

UTA spirit wear is always permitted and encouraged.

Not Permitted

Gym Clothes: Spandex garments intended as workout clothes, yoga pants, or running shorts.

Revealing Clothing: Clothing that is too tight or revealing.

Offensive Items: Items containing obscene, profane, discriminatory, or provocative words or pictures.

Drugs & Alcohol: Items depicting alcoholic beverages, drugs, or tobacco products.

Other Restrictions: Clothing with tears, rips, or holes, even if designed that way.

Special Considerations

Events or Meetings: For formal events or meetings with campus partners or external parties, employees are encouraged to dress more formally as appropriate.

Job-Specific Attire: Certain roles within the Libraries may have additional safety-related dress requirements. For instance, employees in areas with potential hazards must wear closed-toe shoes and other appropriate safety gear as specified. Supervisors will inform affected staff of any additional requirements.

Accommodations: Please talk to your supervisor should you wish to request accommodations to the dress code guidelines.

COMMUNICATION GUIDELINES

Professionalism

As representatives of the UTA Libraries, student employees are expected to conduct themselves professionally and communicate in a manner that is courteous, clear and respectful with patrons and colleagues alike. This is true whether in person, over the phone, or via digital communication.

Email and Teams

Student employees are provided with a staff email and NetID during onboarding. The Libraries will only communicate through this employee email address, not students' personal or student emails. It is an expectation for all student employees to monitor of both Microsoft Outlook and Microsoft Teams, as important communications regarding operations, policy changes, or safety updates may be communicated by those means. Individual departments may have additional communication channels that they ask students to regularly monitor (i.e.: Sling for scheduling updates).

Media Inquiries

All Libraries employees must receive prior authorization before providing interviews to members of the media. All media inquiries or requests for interviews should be directed to the Director of Marketing & Communications, DeAndre Morris.

GROWTH, WELLNESS, & RESOURCES

UTA Libraries is committed to fostering an environment that values the both the academic and professional achievements of its student employees, as well as their physical and mental wellbeing. This section covers the resources made available to student employees that aid in the pursuit of those goals.

PROFESSIONAL DEVELOPMENT

CliftonStrengths

UTA Libraries offers free CliftonStrengths Workshops and coaching to assist student employees in identifying and developing their unique talents. This program aims to empower individuals, aiding them in leveraging their strengths, both in their work and their studies.

Student employees may contact Kelly Dill, Employee Engagement Specialist, about taking the CliftonStrengths assessment or for more information about how you can discover new ways to use and grow your talents.

Academic Impressions

Academic Impressions is a professional development platform tailored for higher education, offering student employees a wealth of resources for personal and professional growth. It provides access to hundreds of on-demand articles, whitepapers, survey reports, and research briefs, as well as video presentations, templates, and job aids. Covering a wide range of topics, from skills-based training to leadership development, the platform offers over 1,500 online trainings, all developed by higher education professionals for higher education audiences.

LinkedIn Learning

LinkedIn Learning is an online learning platform that offers a diverse range of courses and tutorials aimed at enhancing professional skills across various industries and sectors. It caters to a wide array of interests and professional development needs, from business and technology to creative subjects. The platform aims to present a user-friendly interface and a personalized learning experience, allowing users to explore courses at their own pace and tailor their learning path according to their career goals and interests.

You may access Academic Impressions and LinkedIn Learning through the Microsoft My Apps dashboard.

SAFETY & WELLNESS RESOURCES

MavSafe is a hub for emergency response procedures and information that has the most up to date information on emergency response plans and best practices. Student employees should familiarize themselves with the plans and scenarios presented to enhance their preparedness for an emergency. Non-emergency situations that may require intervention by campus authorities may be directed to the Campus Non-Emergency Line.

Campus Emergency Line	817-272-3381
Campus Non-Emergency Line	817-272-3003

Reporting Hazards

Employees must immediately report any potential hazards such as spills, structural faults, or malfunctioning equipment to their supervisor. Employees should not attempt to rectify hazardous situations themselves.

Hazards should be reported to Libraries Facilities by reaching out to lib-facilities@uta.edu.

Workplace Injuries

Employees who sustain a work-related injury must immediately inform their supervisor, no matter how minor the injury may seem. For an injury to be considered work-related, it must occur while the employee is engaged in the execution of their workplace duties.

Injuries should be reported within 24 hours to workerscompensation@uta.edu via the Injury Packet form.

Student employees who have questions about work-related injuries, or who need to file an injury claim should visit UTA's Workers Compensation webpage for more information.

Note: If seeking medical care, employees should visit a physician approved by the UT System Network Injury Management Organization (IMO). Student Employees should not seek care from UTA Health Services for work-related injuries.

Personal Safety

Student employees should be mindful of personal safety when working on shift. If one suspects a potential threat to their or another person's safety, they should notify a supervisor immediately. Suspicious activity should be immediately reported, even if the employee has reservations or doubts about their observations.

Student employees traveling to or from the workplace after dark should avoid walking alone if possible. Consider utilizing the Late Night Security Escort Service offered by Parking and Transportation Services if needed.

Active Threats

UTA has produced an interactive Canvas module designed to enhance the community's understanding of response options for active threat situations.

Enroll in UTA's Active Threat Response Training

Counseling Services

Student employees seeking mental health resources are encouraged to visit Counseling and Psychological Services (CAPS).

Review your MyMav account or contact Health Services at 817-272-2771 with eligibility questions.

Crisis Resources

Health Services Center 605 S. West Street, Arlington, TX 76010	817-272-2771 healthservices@uta.edu
Counseling and Psychological Services Ransom Hall, Room 303 Maverick Activities Center, Room 212	24 Hour Crisis Line: 817-272-8255 Ransom Hall: 817-272-3671 MAC: 817-272-1888
Counseling and Psychological Services – Psychiatry 605 W. 1st Street, Arlington, TX 76019	817-272-2771
Maverick Pantry E.H. Hereford University Center	eaf@uta.edu
Relationship Violence and Sexual Assault Prevention Ransom Hall, Room 301	817-272-3947 rvsp@uta.edu
UTA Police Department 202 E. Border Street, Arlington, TX 76010	Emergency: 817-272-3003 Non-Emergency: 817-272-3381 Lost & Found: 817-272-2904 Crime Prevention: 817-272-2471 Accident Reports: 817-272-3660 Victim Services: 817-272-9254 Fax: 817-272-5190 policedepartment@uta.edu

Office of the Dean of Students E.H. Hereford University Center	817-272-7862 dos@uta.edu
Office of Community Standards E.H. Hereford University Center, Room B150	817-272-2354 conduct@uta.edu
Financial Aid and Scholarships Office University Administration Building, Rooms 201 & 252	Financial Aid Office: 817-272-3561 fao@uta.edu Scholarships Office Phone: 817-272-2197 schol@uta.edu
Arlington Police Department	Emergencies: 911 Non-emergencies: 817-274-4444 Information Desk: 817-459-5700 Road Rage Hotline: 817-459-5389 Victim Services: 817-459-5339
988 Suicide & Crisis Lifeline	24-Hour Crisis Hotline: 988 (call or text)
Legal Aid of NorthWest Texas (legal and immigration assistance)	Legal Aid Line: 888-529-5277 Landlord-Tenant Issues: 855-548-8457
Safe Haven Tarrant County	24-Hour Hotline: 877-701-7233
Women's Center of Tarrant County	24-hour Crisis Hotline: 817-927-2737 Victim Services: 817-927-4039 General Counseling Services: 817-927-4040 Counseling Services Helpline: 817-927-4000

Mosaic Family Services Dallas (includes legal immigration services)	Main Office: 214-821-5393 24-Hour Crisis Hotline: 214-823-4434
Texas Health Arlington Memorial Hospital	817-960-6100
Texas Advocacy Project	Free Legal Services Help Line: 800-347-4673
Dallas Area Rape Crisis Center	Office: 214-712-4900 24-Hour Crisis Hotline: 972-641-7273
The Turning Point | Sexual Violence Survivor Advocacy	Office: 972-985-0951 24-Hour Crisis Hotline: 800-886-7273
Rape, Abuse and Incest National Network	800-656-4673

UTA Libraries