

**UNIVERSITY OF BELIZE
LIBRARY**

**BASIC
HOUSE
RULES**

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UB LIBRARY BASIC HOUSE RULES

Absence from Post

- You cannot leave your post until your replacement arrives.
- The secretary will find a replacement.
- On weekends you are responsible to find your own replacement.
- On Mondays the secretary needs to be informed about the changes.

Alcoholic Drinks

The consumption of alcoholic beverages is not permitted on campus except in official sanctioned events. In such as cases alcoholic beverages are to be consumed in moderation.

Breaks

- Have your breakfast before 8:00 a.m. if you are on the morning shift.
- Have dinner before 1:00 p.m. if you are on the evening shift.
- You are allowed an hour for lunch/supper.
- Lunch hour may be scheduled 11:00 a.m. – 2:00 p.m.
- If you are working the evening shift a 15 minutes break is allowed.
- Snack breaks are discouraged.
- Please do not tamper with food or drinks that do not belong to you.
- Eat in designated areas only.
- Monitor your noise level during break.
- Keep the refrigerator clean.
- Throw away leftovers you don't want.
- Keep your surroundings clean.

Call in Reports

- The Library Secretary will start taking call-in reports at 8:30 AM.

Cash Pan

- Cash is to be turned in weekly on Fridays to the accounts department before 11:00AM.

Classes

- No library staff member will be able to take classes on their scheduled shift. For Example, if you are working on the 8-5 shifts, you will need to take classes after 5:00 PM, and if you are working the 1-9 shift, you will need to take classes between 8:00 AM and 12: 00 NOON. All staff must send in flexi forms and work schedule for approval.

Please abide by the following procedures to avoid clashes:

1. Acquire schedule from records, and identify courses that you would like to take.
 2. SLA meets with staff to identify who is interested in taking classes.
 3. Do not schedule to work more than 39.5 hours per week. Make a tentative schedule.
 4. When you work on a Saturday, you should take back the time the Friday of that same week.
 5. SLA meets with staff and together decides how the shift will work. Do a set schedule having some staff working all days (8-5) or (1-9) and rotate, if so desire. It would be wise to have it set so some staff will go to classes during the morning and some in the night. Once this is done a set schedule can be made for the entire semester.
 6. Submit work schedule and flexi form to the Library Secretary.
 7. Wait for approval.
- Flexi forms should be in by the fifth day of the semester.
 - Assignments, projects, homework and studying are to be done at home.
 - In the case of a special event or a high rate of absenteeism, always remember that work comes first.

Communication

- As long as an employee will not be at his regular post for any reason, he/she needs to inform the secretary. The secretary will inform the SLA/Supervisor.
- SLA's are not allowed to give permission to leave campus.

Courtesy Call

If you will be absent from work or will be late, please call and inform the secretary by 8:15 AM if you are on the morning shift and by 1:15 PM if you are on the night shift. No courtesy call will result in staff receiving a memo.

You can inform the secretary by:

1. Calling her cell 608-2796 ,601-8693 or 22-73849 anytime.
2. Calling her ext. 123. (Note: Roll call takes 3 minutes and we will now be doing call-in starting 8:30AM, so there should be no reason for ext. 123 to be busy)
3. Leaving a message with the switchboard operator. Secretary will clear calls from switchboard at 8:20 a.m.
4. Asking a fellow employee to call the secretary for you. (**Note: It is your responsibility, not the messenger, to ensure the message is delivered. Any call that the secretary receives after 8:15 a.m. requires a courtesy letter which should be submitted once you arrive at work. You are responsible to call the secretary once you arrive after roll call has been taken. You have been provided with a staff directory, keep one at home so that you have ready access to the information.**)

IN THIS CASE THE MESSAGE IS MORE IMPORTANT THAN THE MESSENGER. ANY FRIEND, PARENT, RELATIVE OR STRANGER CAN CALL.

Daily Duties

Employees on the morning shift are expected to be at work for 8:00 a.m. The first half hour is for administrative duties such as signing register, deploying staff, reshelving of books, preparing the circulation desk, tallying the statistics, filling out leave forms, writing courtesy letters and submitting them to the secretary, etc.

Dress Code

- Uniforms should be worn or follow GOB Dress Code Manual.
- On Fridays UB T –shirt with jeans can be worn.

Emergencies

- The rate of emergencies needs to be limited if possible. Especially if the emergency is caused by a repetition of the same event.

Funeral

- Compassionate leave ranges from 3-5 days. This is given in cases of critical illnesses or death.
- Any staff can attend a funeral (maximum of 3/semester), without applying for leave, provided that you find someone to hold over in your absence, if necessary. You are allowed to leave an hour before the funeral.

Hurricane

- If a hurricane threatens and you are on holiday, you are expected to report to work. During the recovery stage, those on holiday are not expected to report to work

Illegal Drugs

- Illegal drugs may not be held in possession of or on the person, nor consumed, sold, transferred, manufactured, packaged, advertised on or near any campus facility.

Late

- Any time after your assigned hour is late. We are using BTL 121.
- Five late for the month is considered problematic. For every five late per month a memo will be issued.
- You cannot come to work an hour earlier or later than your schedule time and expect to leave an hour earlier or later.

Monthly Reports--- Should be forwarded to the Circulation Supervisor on the first working day of the following month.

Opening Hours/Working hours

FACULTY/BRANCH	MON-THURS	FRIDAY	SATURDAY
Central Campus	8:00 AM – 9:00 PM	8:00 AM – 4:30 PM	9:00 AM – 1:00 PM
Central Farm Campus	10:00 AM – 12:00 NOON 1:00 PM – 7:00 PM	8:00 AM – 12:00 NOON 1:00 PM – 4:30 PM	9:00 AM – 1:00 PM
Science and Technology	8:00 AM – 9:00 PM	8:00 AM – 4:30 PM	9:00 AM – 2:00 PM
Management and Social Sciences	8:00 AM – 9:00 PM	8:00 AM – 9:00 PM	9:00 AM – 6:00 PM
Education, Arts, Nursing and Allied Health	8:00 AM – 9:00 PM	8:00 AM – 4:30 PM	9:00 AM – 2:00 PM
Technical Service Department	8:00 AM – 12:00 NOON 1:00 PM – 5:00 PM	8:00 AM – 12:00 NOON 1:00 PM – 4:30 PM	Closed
Toledo Center	1:00 PM – 5:30 PM 6:00 PM – 9:00 PM	1:00 PM – 7:30 PM	9:00 AM – 12:00 NOON

Our library opening hours is considered our normal working hours. Employees are to work 39.5 hours within this time period according to the shifts that are in place. The Library currently operates on two shifts, (8AM -5:00 PM , and 1:00 PM -9:00PM)

Overdue List:

- Should be out on Mondays.

Overtime

- Time off will be given in lieu of overtime.
- Days off should not be allowed to accumulate. They should be taken the following week.
- These cannot be converted to vacation since vacation is tied to salary scale and administration would have to hire someone in your place. This would have budgetary constraints.
- If a special assignment takes you overtime, then you may request adjustment in your hours.
- Permission has to be granted by the Chief Librarian.

Replacement

- An employee with similar job responsibilities can work your shift but permission has to be given by the Chief Librarian, who requires notice.

Respect for Others

- Do not touch tamper or remove property that does not belong to you without the owner's permission.
- Extend pleasantries and courtesies to co-workers at all times.

Roll Call

- Will be done at 8:05 AM, 1:05 PM, and randomly after 5:00 PM

Sick Leave

- You are allowed 16 sick days per year. Sick leave will be recommended only when staff member is ill, and not when family member is ill.
- If there is an excessive trend or an excessive number of absences due to illness, you might be advised to visit a doctor.
- If you are absent for 3 or more days, sick leave forms, medical certificate and Social Security forms should be filled out in the first hour of your return and sent to the Library Secretary.
- If you claim you were sick for the 3 or more days and you fail to submit a medical certificate, then those days of absence will be deducted from your salary.
- During your days of absence you should call in every morning. This only applies to two days sick leave. If you will be out for more than two days because of illness, you should inform the Library Secretary by the second day.
- Don't come to work if you are not feeling well, your health comes first.
- If you have used your entire 16 sick days, and you become ill, you can deduct sick days from your accumulated vacation days. Or, you claim sickness benefit from Social Security. If you choose the latter, UB will do salary deduction. If you have no vacation days remaining, you will need to claim from Social Security, therefore, UB will make salary deduction.

Staff Attendance Register

- Once an employee reports to work his/her first task is to sign the register.
- The correct time should be recorded in the register.
- Registers will be delivered on Fridays before 11:00 AM. to the Library Secretary.

Supervisors

- We will have a night supervisor for the entire semester.
- Weekend supervisors are identified at the beginning of the semester.

Supplies

- No one is allowed to take supplies without permission.
- Supplies will be monitored.
- Order in advance so that reserve is kept on hand.

Time off

- The University is not obliged to give time off for employees to go to the bank to cash cheques. So staff has to use their lunch hour or ATM cards. The Library Secretary or Chief Librarian can allow staff time-off as necessary. Staff **must ask** for permission to get time-off.
- Time-off exceeding two hour will most likely require that you apply for a half day

Vacation

- Staff on UB pay scales UB 9 and above are entitled to 30 working days (public and bank holidays excepted) leave with pay per calendar year. Staff on UB's pay scales 3-8 are entitled to 20 working days (public and bank holidays excepted) leave with pay per calendar year.
- As long as the Chief Librarian recommends your leave, then Human Resource Department generally approves.
- You can be asked to return to work for an emergency.
- Application for leave of absence must normally be received in advance so as to give the department enough time to make arrangements for the expected absence of the employee. Staff who takes vacation without approval or making a courtesy call will receive a memo.
- Vacation leave form should be filled out in the first hour of your return and sent to the MASS Library.
- Eight hours is equivalent to a vacation day.

Work Schedules

- Work Schedules for the upcoming week should be in by noon on Wednesdays.

N.B: Staff who receives five memos from the Acting Chief Librarian for not following any of the Basic House Rules will be referred to the Human Resources Office, UB. for disciplinary action.

Last updated: December 10, 2003

Erwin Woodye, Jr. – Acting Chief Librarian