

Black Hills State University E.Y. Berry Library

Student Employment Policy

As a student employee of the Black Hills State University Library and Learning Center, each employee is required to adhere to the [Black Hills State University Student Employment Manual](#). Along with this manual, the student employee is also required to abide by the policies below set by the Student Employment Coordinator; and any further rules instructed by the specific department supervisor.

Black Hills State University is committed to a policy of equal opportunity in student employment and personnel action without regard to race, color, creed, religion, national origin, ancestry, citizenship, gender, sexual orientation, age or disability. The E.Y. Berry Library provides equal opportunity employment to any student who applies. The applicants are selected based upon the information provided in the materials they provide and references they list. Qualified students are selected by the Student Employment Coordinator for interviews, and based on the findings of the interview, will send the information on to the specific library departments. Each department will choose which applicants they would like to invite for a second interview.

Employment with the University is “at will” and may be terminated at any time. In addition; if work is unsatisfactory, disciplinary action is required, or scheduling conflicts occur, employment will be terminated.

Record hours worked on SNAP each time you work. In addition, the library requires no more than two missed or late SNAP entries. If two strikes, with no substantial reasoning, are used – employment may be terminated. In order for the student employment coordinator to approve actual hours worked, the student employee is to also maintain a time record by swiping his/her buzz card using the point-of-sale terminal at the circulation desk; each time shift starts and ends, for all shifts.

Students are not eligible to work overtime hours as stated in the manual. In addition, “non-class days”, as defined by South Dakota Board of Regents [academic calendar](#) will generally not constitute working hours by a student employee. If a student employee is requesting work during “non-class days”; it must be approved by the Student Employment Coordinator and the Library Director. The Student Employment Coordinator allots the hours of each student; the hours are not to be exceeded unless the coordinator states so. If an illness occurs, some make up hours will be allowed on an individual basis. Make-up hours due to weather will generally not be considered, but can be reviewed by the Student Employment Coordinator and the Library Director.

By signing below, you understand the Student Employment Manual provided by Black Hills State University and the policy stated above.

Student Employee

Date

Student Employment Coordinator