NEO Graduate Assistant Supplement

New Employee Orientation Checklist

Graduate Assistant Supplement

University of Illinois Library at Urbana-Champaign

Questions? https://www.library.illinois.edu/geninfo/library-organization/busoff/

Graduate Assistant _____ **Unit** _____

Compensation

___ Where to view contract: http://humanresources.illinois.edu/hr-professionals/labor-and-employee-relations/union-represented-groups/Bargaining-Agreements.html

___ No time sheets submitted, unless you hold an additional hourly appointment

___ Web time sheet instructions: https://www.library.illinois.edu/staff/bhrsc/human/students/

___ Check the Library Human Resources website for informational forms: https://www.library.illinois.edu/staff/bhrsc/

___ Pay date is the 16th of the month for the month immediately preceding, e.g. September 16 for August 16 to September 15: Graduate Assistant Pay Schedule (PDF)

___ Most GA positions are 9 month with no vacation accrual

___ Sick leave – 13 non-cumulative and non-compensable days available per appointment year

___ Current GA salary rates: Graduate Assistant Salary Rates (PDF)

___ Tuition and partial fee waiver (check with Library HR and/or GSLIS): https://www.obfs.uillinois.edu/payroll/tuition-fee-waivers/

___ Taxable tuition waiver over $5,250 per calendar year: Tuition Waiver Taxability (PDF)

___ Withholding for taxable tuition waivers: http://apps.obfs.uillinois.edu/news/dsp_News.cfm?FY=2012&A=fc498754-2f34-4536-a56c-78e59b2a1d5e

Attendance

___ Benefit usage reporting

___ Your work schedule

___ Unit coverage during breaks and on holidays: http://humanresources.illinois.edu/employees/resources/info-about-your-employment/campus-holiday-schedule.html

___ Using sick leave, calling in sick, "requesting" sick leave when appropriate

___ Tardiness

___ Requesting leaves, forms required, FMLA, parental, bereavement

___ Absences from regular duties, work related

___ Inclement

weather: https://humanresources.illinois.edu/assets/docs/Inclement_Weather_FAQs.pdf

___ Breaks

Safety and Security

___ Keys are distributed by Library Facilities and must be requested by your

unit: https://www.library.illinois.edu/staff/facilities/keyrequest/

___ Emergencies: https://www.library.illinois.edu/staff/facilities/emergency/

___ Your responsibilities in your unit

___ BEAP (Building Emergency Action

Plan) https://wiki.illinois.edu/wiki/pages/viewpage.action?pageId=146573515

___ EEP (Employee Emergency

Procedures) https://wiki.illinois.edu/wiki/pages/viewpage.action?pageId=123244939

___ Main wiki landing page- links out to BEAP, EEP, and Disaster

Plans https://wiki.cites.illinois.edu/wiki/pages/viewpage.action?title=UIUC+Library+Emergency+Plan

ning+and+Disaster+Response+Wiki&spaceKey=libemployees

___ Illini Alert sign up https://techservices.illinois.edu/services/illini-alert/details

___ Clery Act responsibilities http://police.illinois.edu/crime-reporting/clery-compliance/

Professionalism

___ Ethics, campus policy, training, and requirements: http://www.ethics.uillinois.edu/

___ Gift Ban policy: https://www.library.illinois.edu/staff/wp-

content/uploads/sites/24/2017/11/GiftBanPolicy.pdf

___ Conflict of commitment and interest: https://research.illinois.edu/regulatory-compliance-

safety/conflict-commitment-or-interest

___ Workday expectations, your work day

___ Confidentiality: http://www.library.illinois.edu/circ/policies/Confidential.html

___ Research integrity and ethics: https://research.illinois.edu/regulatory-compliance-

safety/research-integrity-and-ethics

___ Service values: https://www.library.illinois.edu/staff/administration/policies/service_values/

___ Principles on Academic Freedom: https://humanresources.illinois.edu/assets/docs/AHR/1940.pdf

__ Statement on Professional Ethics
(AAUP): http://www.aaup.org/AAUP/pubsres/policydocs/contents/statementonprofessionalethics.htm

Equipment, Supplies, and Property Use

__ How the equipment budget works for the Library

__ Requesting meeting room and instruction
space: https://www.library.illinois.edu/staff/conferencerooms/

__ Remote access to network resources

__ Working from home: https://www.library.illinois.edu/library-technology/vpn/ & https://www.library.illinois.edu/staff/it/network-access-storage/server/

Communication

__ Library Listservs: LibNews, LibFac, LibStaff: http://www.library.illinois.edu/systems/listserv.html

__ Library Gateway: http://www.library.illinois.edu/

__ Online Directory: https://www.library.illinois.edu/geninfo/staff-directory/

__ Online Directory updates: https://www.library.illinois.edu/wp-training/contact-information-staff-directory/change-staff-name-address-and-phone-number/

__ Telephone and Voice Mail, telephone number

__ If you need to make long distance phone calls, contact your Unit Head.

__ Library Staff website: http://www.library.illinois.edu/staff/

__ Online Tracking Report Systems (OTRS): https://otrs-prod.library.illinois.edu/otrs/customer.pl

__ Email alias, wiki, blog used by department

__ Squirrel mail for departmental email service: https://www.library.illinois.edu/systems/cliffmail.html

__ Growing People blog on staff training: http://libstaffdev.wordpress.com/

__ LibChat Reference (request access via David Ward): https://illinois.libapps.com/libapps/login.php

__ LibAnswers(contact RIS) http://faq.library.illinois.edu/

__ PaperCut printing: https://www.library.illinois.edu/library-technology/print/

__ Access to folders on the G Drive: https://www.library.illinois.edu/staff/it/network-access-storage/hgdrive/

__ Permission to log OTRS tickets (requested by your
department): https://www.library.illinois.edu/staff/it/service/otrs/

__ WordPress access (requires training; requested by your
department): https://www.library.illinois.edu/wp-training/

__ LibGuides access (requires training). See your unit head or request from
infolit@library.illinois.edu

___ Voyager Account (see the following web page for department to request accounts): http://www.library.illinois.edu/voyager/

Job Expectations

___ Meet with your direct Supervisor

___ Responsibilities of the Graduate Assistant

___ Periodic review of progress

___ Preservation/Conservation responsibilities

___ Working with support staff

___ Bargaining Unit information http://www.uigeo.org

___ Other Graduate Assistant roles and responsibilities

___ Library policies: http://www.library.illinois.edu/administration/services/policies/

___ Maximum/minimum enrollment

levels https://ischool.illinois.edu/academics/degrees/mslis/advising/registration/studentrecord

Benefits Information

___ Student medical insurance under student status: http://si.illinois.edu/

___ Vision plan: http://www.grad.illinois.edu/current/vision.htm

___ Dental plan: http://www.grad.illinois.edu/current/dental.htm

___ Parental leave: http://www.grad.illinois.edu/gradhandbook/

Performance Review and Evaluations

___ Calendar for your Unit

___ Graduate Assistant Evaluations and Exit

interviews: https://www.library.illinois.edu/staff/administration/policies/ga_evaluation/

Grants

___ Library policy and procedures, if your position is grant funded: https://www.library.illinois.edu/staff/administration/policies/gift_grant/

___ Campus policy and procedures

___ Management

Resources

___ Graduate Employee Organization (GEO): http://www.uigeo.org/

___ University Human Resources: http://humanresources.illinois.edu/index.html

___ Graduate College Information: http://www.grad.illinois.edu/

___ Graduate Handbook: http://www.grad.illinois.edu/gradhandbook

(Supervisor and Employee should initial this form)

Dates this checklist was reviewed _____   Initials _____ _____

_____   Initials _____ _____

_____   Initials _____ _____

Questions?

Phone Library Human Resources Office at 333-8169

Or visit http://www.library.illinois.edu/administration/human/

After checklist is completed, employee should retain a copy, and original should be returned to Library Human Resources.

Thank you   Rev. 08/115/2018