

**Serials Student Worker Contract**

I understand that my sole supervisor is Sandi Chauvin, and that I

- 1. must verify all schedule changes through her, and
- 2. will follow the directions she has set forth for me concerning job responsibilities, and
- 3. will follow her directions concerning prioritization of my duties.

I also understand that in her absence, Danny Gorr and/or Tony Fonseca will manage my tasks. However, Sandi shall remain my official supervisor. In cases where I am given conflicting responsibilities, duties, or directions, I will prioritize those directions that Sandi has given me.

I also understand that I need to establish a schedule with her at the beginning of each semester, and that I must make every honest effort to follow that schedule, with the only exceptions being

- 1. a conflict with my class schedule
- 2. a conflict with an exam schedule
- 3. a conflict with extreme personal business, such as child care or family emergencies
- 4. an illness which prevent me from coming to school and work.

If any of these occur, I understand that I must call Sandi as soon as I know of the problem which prevents me from working, so that she may adjust the serials workflow accordingly.

Finally, I understand that as my supervisor, Sandi Chauvin is the person *solely* responsible for my evaluations, regardless of the fact that I spend more time working under the direction of Danny or Tony. In cases where my schedule causes me to work more often under the direction of either Danny or Tony, one of them will submit his impressions of my work and collegiality to Sandi in writing, so that she may incorporate these into her evaluation of my performance. I also understand that she has final the final, official word in my evaluations, and that if I disagree with her findings, I must use official university procedure for grievances or appeals, as outlined in the handout supplied on the Serials website. I am not to approach Danny to ask him to intercede on my behalf, and I am not to approach Tony unless I have first attempted to talk to Sandi, as is outlined in the aforementioned grievance handout.

Signatures:

**Sandra Chauvin, Serials Supervisor**

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**Anthony J. Fonseca, Serials Librarian**

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**Danny Gorr, Serials Bindery**

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**(Student Worker, Printed)**

**(Student Worker, Signature)**

**Date:** \_\_\_\_\_