

Lab Consultant Newsletter

Rutgers - Newark



COVERAGE PROCEDURES

With the upcoming holiday season and exam period, it is important to keep your schedules straight. Many more activities take place in this season, so please be sure to post your coverages as soon as possible. You should leave the maximum time possible for someone to take your shift. As a reminder: If you post a coverage within 24 hours of the shift you

are required to post the shift as an emergency coverage, of which you should have very few in a single semester.

Please note that should someone not pick up your coverage, you are required to work the shift. Therefore post early and post often. In a very serious emergency where you cannot attend your



shift, be sure to call the help desk and let them know you will be unable to make it. However this should not happen very often.

CLEANING SCHEDULES

All consultants should make sure they read and understand the cleaning schedules in their respective labs. It is important to



keep each lab neat and tidy. This is especially true in the winter time. As more and more cold viruses, and other generally unhealthy germs begin to permeate everything in the lab because sick individuals need to use computers too.

The cleaning schedules are usually constructed so that clean-

ing takes place when the lab is not as full. Therefore, if you miss your cleaning day, you may need to make it up at a time that will make your job a lot harder.

The cleaning procedure is taped to the consultant stations. If you have any questions please contact your manager.

HOLIDAY PAYCHECKS

Checks will be available on Friday, Dec 21st from 11am - 4pm.

Please be sure to pick up your checks and your payment stubs promptly.

REPLY ALL TO EMAILS

When replying to requests for coverage be sure to select "reply all". So that your email will reach everyone who originally received the email.

If you have any questions please email your respective manager.

CLOCKING IN AND OUT

If you work more than six hours, you are required to clock out for thirty minutes. If you work more



than four hours you are allotted a fifteen minute break that you are not required to clock out for.

Logging in and out of each shift accurately, as well as properly, managing your breaks is important to insure your paycheck is prepared correctly and promptly.

When you work at another lab

that is not your usual work location, be certain to punch in and punch out correctly. When punching in you should select 'transfer' and select the coverage lab on the drop down menus that appear. When clocking out you should just select "punch".

If you have any questions please contact your manager.

HOLIDAY PARTY

The holiday party will be held on Dec. 13th. All are welcome and encouraged to attend. There will be food and beverages available as well as lots of holiday cheer!

If you would like to contribute to the holiday party in the form of ideas or help setting up, please contact Gopi Patel or Katoya Jackson.

We would like attendance to be as high as possible because it makes the party a lot more fun for everyone involved. However attendance is not required.

The party will run from 1pm to 4pm to accommodate different schedules, so please try to stop by and enjoy the party.



WINTER & SPRING SCHEDULES

Please begin to solidify your Winter and Spring schedules. The sooner you submit your availability the more likely you are to receive your desired hours.

The Winter intersession period begins Jan. 2nd and continues through Jan. 18th. The Law Lab will open on Jan. 14th for the Spring semester.



If you need to make alterations after submitting your desired hours please contact your manager.

*Happy
Holidays!*