

Lab Assistant Handbook

Student Assistant Handbook for Laboratories

Departmental Mission

The mission of the Laboratory Division is to assist the faculty in the provision of quality laboratory experiences to the students of UTPB. It is also the goal of this department to carry out the policies and procedures of this institution and of the UT System designed to ensure compliance with all state, local, and federal regulations and to minimize the risk of loss of laboratory assets.

Appointments

Appointments are made by the semester. The maximum number of hours per week allowed on Student Assistant appointments is 19.5 hours. Appointments may be made for any number of hours per week up to 19.5 hours. You may not exceed 19.5 hours of work in a given week.

Scheduling

Work schedules are flexible to accommodate class schedules. At the beginning of the semester, lab assistants will submit a class schedule to the supervisor. The supervisor will develop a work schedule to which the assistant will be expected to adhere. If for some reason the assistant cannot work regular hours, please inform the supervisor in advance by calling, texting, or emailing. If you are the only assistant working a shift, your supervisor may have to find someone to cover your shift.

Time Sheets and Expectations

Student Assistants are expected to keep track of the hours they have worked and to record them properly on the time sheets provided by their supervisor. They must maintain accurate documentation of your time worked. If the assistant is scheduled to work from 8am to 11am but arrives 5 minutes early or late, this should be reflected on your time sheet.

1. Assistants must turn in a time sheet for every pay period by the due date. This is mandatory. Please contact the supervisor if there is an issue preventing you from submitting your time.
2. Assistants may work more than the appointed hours per week if the work assignments warrant the extra time. Prior supervisor approval is required in these instances.
3. If assistants are working a long shift, a short break (10 minutes or less) is acceptable. Before taking your break, make sure there is someone available to maintain coverage. If no one is available, leave a note on the door with your cell phone number (or the Director's) so someone can be reached in an emergency.
4. If the shift goes through a normal meal time, assistants should strive to eat their meal prior to beginning or at the conclusion of your shift. A small snack break (10 minutes or less) is fine. If your break goes over 10 minutes, you will need to sign out and sign back in. In the professional world, you will not be paid for meal breaks.
5. If the assistant needs to run a personal errand (meet with adviser, pick up food, make a phone call, etc.) you must use your break time (10 minutes or less) or sign out and sign back in when you return.
6. Student assistants are on a bimonthly pay schedule and are paid twice a month. Direct deposit forms are available from the accounting office. Completed forms need to be turned in to Human Resources office. If you don't use direct deposit, checks can be picked up from Accounting any time after 10:00am on pay days.

Duties

Student Assistant duties vary according to level of experience and according to the department in which they work. The supervisor will be responsible for detailing and assigning duties.

Training

Lab Assistant training is conducted differently by each department. They will receive on the job training once you begin work.

Injury/Illness Reporting Procedures

Work related injury or illness must be reported to the Environmental Health & Safety Office using the First Aid Documentation Form. The information on this form may initiate an accident investigation by EHS, where applicable, and will provide the information needed for Workers Compensation Insurance. Forms are available through the Laboratory Director.