



CALIFORNIA STATE UNIVERSITY, STANISLAUS

Human Resources ♦ Phone (209) 667-3351

Student Assistant Employment Policies

A. EFFECTIVE DATE:

Updated: January 26, 2010

B. OBJECTIVE:

To establish a policy for the recruitment, employment consideration, and appointment of Student Assistants that assures equal employment opportunities for University employment.

C. AUTHORITY:

FSA 81-13, Supplement No. 1
FSA 84-61
FSR 87-05
Payroll Letter 88-02
Technical Letter HR/Benefits 6600 96-07
Technical Letter HR 96-08
Technical Letter HR/Benefits 6600 98-05
Student Assistant Classification Standard (Class Code 1870)
CSU Stanislaus Affirmative Action Principles

D. DEFINITION:

Student Assistant employment at CSU Stanislaus is intended to be incident to, and for the purpose of, pursuing a course of study at the University. Positions assigned to the Student Assistant Classification (Class Code 1870 and 1874) provide temporary on-campus employment for students who are enrolled a minimum of half-time and regularly attending classes at CSU Stanislaus (except UEE classes). Employment as a Student Assistant is permissible between academic years if the student was enrolled a minimum of half time during the spring semester and is eligible for fall enrollment. Student enrollment fees must be paid prior to a Student Assistant being hired. Student employment is restricted to a maximum of 20 hours per week when classes are in session and a maximum of 40 hours per week when classes are not in session.

E. POLICY:

- Student Employment is administered through Human Resources, which serves as the recruiting/clearing office for the posting of all on-campus Student Assistant employment opportunities. Work Study vacancies are coordinated through the Financial Aid office.
- All Student Assistant vacancies, with the exception of spot jobs, will be posted for at least five (5) working days online. The hiring department selection process will not begin until the five (5) day posting requirement has been met.
- All hiring areas must have the signature approval of the appropriate department head on the Notice of Student Assistant Job Posting Request (Form 101) prior to submitting a job announcement to Human Resources.
- All students applying for Student Assistant vacancies will contact the hiring department or area directly for consideration. Hiring departments or areas shall ensure consideration of all job applicants.
- Specialized applicant pools may be established as needed by posting positions for an extended period of time through Human Resources. Such pools shall be formed every fiscal year (July 1 – June 30) and students may be selected from the pool during that period.

- Hiring areas must submit a Student Assistant Job Posting Request (Form 101), with an updated department head signature, at least once every year (July 1 – June 30) for each job announcement.
- Equitable salary treatment for all students performing comparable tasks shall be maintained throughout the campus. Department heads and managers will be responsible for ensuring that students will be paid in accordance with an established classification and pay schedule to be approved by the President. Hiring departments or areas shall maintain supporting documentation for review by the appropriate dean, vice president, or administrator upon request.
- Student Assistant employment shall not begin before the completion of the five working day posting period, and not before the completion and processing of the appropriate payroll documents. If an exception becomes necessary, because of failure to meet University policies and/or payroll deadlines, fees assessed by the Department of Finance for late documents will be charged to individual departments or areas.
- The Payroll office will process only student pay documents that are in compliance with the policies outlined in this document and the CSU system guidelines.
- The employment of students and the number of hours that a student may work per week will be governed by this policy as well as the authorities cited above. Hiring departments or areas will be responsible for ensuring compliance with these guidelines.
- If a Student Assistant is rehired for the next academic year, the following conditions must be met:
 1. The job has not changed from the original posting, including the number of openings.
 2. The student being hired must have worked during the previous academic year and not have had any breaks in employment since being hired in the last academic year.
 3. The hiring area has verified student enrollment status. Students enrolled only in Extended Education courses do not qualify for student employment. If these conditions are met, Form 105-REHIRE is to be completed and submitted to Human Resources. Note: Students hired under Unit 11 may not be rehired using this form.

Any exceptions to the policies outlined in this document, and/or CSU system guidelines, shall be evaluated and resolved by the appropriate vice president upon recommendation of the appropriate dean, department head, or administrator.