



CALIFORNIA STATE UNIVERSITY, STANISLAUS

Human Resources ♦ Phone (209) 667-3351

Student Assistant Personnel Guidelines

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A. ACADEMIC YEAR ELIGIBILITY

- Matriculated students enrolled in courses leading to a degree qualify for student employment under these procedures and departments are to consult with the Human Resources office *prior* to hiring.
- Each student will be required to certify his/her units on each monthly timesheet.
- Any student that falsifies enrollment on his/her timesheet will be dropped from student employment for the remainder of the academic year. The Payroll office will monitor student timesheets closely to determine if a student meets the IRS criteria.
- A student employee who withdraws or graduates from the University must cease working the date of official withdrawal/graduation.
- A student employee must complete all steps in the hiring process to be eligible to work.

Undergraduate Students: To be eligible to work in the Student Assistant classification, a student must be registered for a half-time academic load through regular or summer session. For undergraduates, half-time enrollment is 6 Fall/Spring credits.

Postbaccalaureate Students: To be eligible to work in the Student Assistant classification, a student must be registered for a half-time academic load through regular or summer session. Post baccalaureate students must be enrolled in 4 Fall/Spring units applicable to a graduate program;

Last Semester Before Graduation: An individual is eligible to work as a Student Assistant at CSU Stanislaus if he/she is an undergraduate or graduate student who is in the last semester/term of a course of study requiring at least two semesters to complete and is enrolled in the number of units needed to complete the requirements for obtaining the degree, even if enrolled in less than the number of units normally required for student employment eligibility. The student will no longer be eligible to work as a student assistant after graduation unless enrolled in the above required units.

B. SUMMER ELIGIBILITY

1. Students who meet any of the following criteria are eligible to work as Student Assistants during Summer Term:
 - A. Students who were enrolled in regular session classes in Spring Semester, and did not graduate;
 - B. Students who are currently enrolled in Summer Term;
 - C. Students who are enrolled and have paid fees for Fall Semester regular session.
2. Students who graduate and are not enrolled in a graduate program are no longer eligible to work as a student assistant.
3. Students enrolled in six (6) or more units in the first session of Summer Term will be exempt from retirement and Medicare payroll deductions. It is the student's responsibility to proactively notify the Payroll office of such enrollment.
4. Pursuant to I.R.S. regulations, 7.5% retirement and 1.45% Medicare will be deducted from the pay of student assistants not enrolled in six (6) or more units in first session of Summer Term. (Students can request the refund of the 7.5% retirement deductions at the end of their student employment. Forms for this purpose are available in the HR/Payroll office or at: <https://www.nrsservicecenter.com/content/media/retail/pdfs/SPPFORU/forms/PSTBPB.pdf>.)

C. ALLOWABLE WORK HOURS

When classes are in session, Student Assistants may work up to 20 hours per week. If on the rare occasion a Student Assistant works more than 20 hours in one week, there should be a balancing assignment in other weeks, so that the overall average in a given month does not ever exceed 20 hours per week. A Student Assistant may work an extra 4 hours on any "white day" on the campus calendar, but the total work hours may not exceed 40 hours per week when classes are not in session. Abuse of the 20 hour work week may result in the student losing their student employment privilege. The student and the hiring department are responsible for monitoring student employment hours to ensure compliance at all times.

D. OVERTIME

Student Assistants shall not be scheduled for overtime. Overtime is defined as work in excess of 40 "worked hours" per week. A student may only work a maximum of 40 hours per week when classes are not in session.

E. CONCURRENT EMPLOYMENT

A student may work in two or more Student Assistant jobs on campus during the same academic term. Student Assistant employment may be Work Study, Non-Work Study, or a combination of both, however, a student may only work in one Work Study job at a time. The combined total hours of all campus Student Assistant employment during the same term MAY NOT EXCEED the allowable work hours outlined above in Section C.

Students working as a Student Assistant in a Work Study funded position must understand that if they also work in a second (concurrent) position on campus that is non-Work Study funded, this may affect their financial aid funding. Students are encouraged to consult with their Financial Aid advisor/Work Study Coordinator and Payroll staff to ensure compliance with guidelines governing Financial Aid and Student Assistant Employment. Departments hiring students under Unit 11 whose Financial Aid may be affected are responsible for consulting with Faculty Affairs prior to hiring.

F. BREAKS

A student working a consecutive four-hour work period must be scheduled to take one 15-minute break with pay. A student working a full eight-hour day must take two 15-minute breaks with pay and a one hour lunch (30 minutes minimum) without pay. Paid breaks may not be taken at the beginning or end of a work period and are not cumulative. The supervisor determines when breaks are to be taken.

G. ABSENCES

A student employee must notify the supervisor no later than the beginning of the scheduled work period when he/she is unable to work. In the case of an extended absence, the anticipated duration should be reported to the supervisor as soon as possible. The supervisor will approve or disapprove all advance/planned absences.

H. EMPLOYMENT BENEFITS

Every student employee is covered during his/her working hours by Workers' Compensation Insurance. The coverage provides an incapacitated student employee a means of support and medical care when unable to work because of a job-related injury or illness. It is essential that an employee immediately report any job-related accident or illness to the supervisor. Additional information regarding Workers' Compensation is available from the Human Resources Department.

A student employee is NOT eligible to receive other employment benefits such as paid holidays, jury duty pay, vacation leave, sick leave, retirement benefits, unemployment insurance, or permanent employment status.

I. MOTOR VEHICLE USAGE

A student employee who operates a State vehicle or personal vehicle for University business must follow the same procedures as other CSU Stanislaus employees.

1. A valid California driver's license and Defensive Driving certificate are required. Defensive driving classes for employees are scheduled each semester by Public Safety. This certificate is valid for 4 years.
2. A Travel Request from Campus must be completed for any travel off campus. The same processing procedure used for other employees must be followed.
3. An authorization to use Privately Owned Vehicles on State Business Form must also be completed before a student employee uses a personal vehicle for University business.

J. SUPERVISOR RESPONSIBILITIES

The supervisor is responsible for following the University policies and procedures on student employment. These responsibilities include, but are not limited to:

1. Writing a description of the job duties.
2. Working with Human Resources to post available positions.
3. The hiring area supervisor is responsible for interviewing, hiring, training, evaluating, reporting accurate payroll information, monitoring department funding allocations, resolving student employment problems, and terminating student's employment as appropriate.

K. INTERVIEWING

After a position is approved to be filled and is posted, an interview and selection procedure should be developed. To establish standards for selection, the following suggestions may be helpful:

1. Prior to requesting approval to fill the position, double check the job requirements. Identify essential elements for successful performance. Each applicant should be evaluated in relation to the essential elements of the job requirements.
2. Give the student an accurate description of the job. Encourage the student to ask questions about the job requirements.
3. Encourage the student to talk about prior experience related to the job and to discuss their ability and any special types of work in which they may be interested. Ensure consistency in interviewing among all candidates who have applied for the job.
4. Tell the student the approximate pay range, the expected work schedule, and total hours of work per week. Ask the student if he/she will be able to work the scheduled work hours.
5. Keep notes on the responses made and all questions asked by each applicant to refresh your memory when making the selection.
6. Verify if the student meets the enrollment requirements to be eligible for the Student Assistant program. If determined ineligible, the student will be released from his/her employment.
7. Prior to hiring, check prior job references to verify work experience, skills, and abilities to perform the essential duties of the assignment.
8. Prior to hiring, ensure that fingerprinting clearance has been met, if applicable.

L. DEPARTMENT ORIENTATION

Students may need instruction in how to be an effective employee and guidance in establishing good relationships with co-workers. A supervisor helps establish good working habits, instills a sense of pride in what the student does, and gives the student employee confidence in his/her abilities. Appropriate training can ensure that each student will have a positive start on the job. The training will also be valuable when the student graduates and enters the job market. Suggestions:

1. Explain how the office operates and the general reporting structure. Describe the goals and activities of the department.
2. Introduce the new employee to co-workers.
3. Describe the student's specific duties and responsibilities (a written copy should also be given to the student). Include information which helps the student understand the relationship between his/her job and other activities. If appropriate, it may help to have the student observe other staff members for a brief period. Encourage the student to ask questions.
4. Discuss supervisor expectations of the student's work performance.
5. Assign a work station. Show the student where to find work assignments, messages, and where to secure personal belongings.
6. Establish a specific work schedule. A written schedule may preclude future misunderstandings. Once a work schedule is established, the employee should either arrive on time or notify the supervisor of a delay or absence.
7. Summarize the orientation information in writing and/or have a procedures manual to which the student can refer.
8. Update the student employee regularly on policy or procedure changes or other information that may affect his/her employment.

M. JOB PERFORMANCE EVALUATION

A written performance evaluation of a student employee's work is recommended. It is required that the supervisor keep a written record and to let the employee know either in writing or verbally how he/she is performing. The evaluation process is used to identify the student's job strengths and areas to be improved, and to reinforce the supervisor's job expectations. A student should be advised about his/her progress within the first month of the job and periodically thereafter. Remember, for many students this is their first job experience and receiving feedback on how he/she is doing is usually welcomed information.

N. EMPLOYMENT ISSUES

Employee/employer issues are best resolved at the immediate supervisory level and/or within the department. However, Human Resources is available for consultation on various issues that may arise (667-3351).

O. SUGGESTIONS FOR SUPERVISORS

1. Address problems as they arise, not after they accumulate. Deal with minor concerns since they can develop into major issues. Never assume the student "should know what to do."
2. Review job responsibilities and the supervisor's expectations within the first few days on the job as part of the new employee's orientation. It is very helpful when the student is given a written copy of his/her job duties and performance expectations. This can minimize future misunderstandings and provides the supervisor a document to reference should problems arise.
3. Preserve the student's dignity. Avoid embarrassing the student. Any discussion should occur in a private place.
4. Be fair and objective. Reprimands should be based on facts.
5. Be a good listener. First clarify the student's understanding of the facts. Provide positive guidance on how he/she could have approached the work or situation in a more effective manner.
6. Remain calm and in control of the situation. The supervisor's primary purpose is to educate and change the behavior, not to punish.
7. Establish a specified time period for improvement. After discussing the situation, identify a target date at which time the student's performance will be re-evaluated. Two weeks to one month is a reasonable time period.
8. Follow up. If the student's performance improves, praise immediately. An evaluation indicating the improvement can be a big morale booster. For the student who fails to improve, termination of employment may be the only solution.

P. TERMINATION

Student Assistant positions are temporary "at will" positions and may be separated at any time by the supervisor. It is recommended that the supervisor meet with the student and advise he/she that they are being released from their appointment.

A brief letter stating the student's termination date may be provided to the student, but is not required. If a letter is provided, the letter should not include a written explanation for the separation. Student Assistants are "at will" temporary employees and termination for cause is not required.

A copy of the letter and the student's final time sheet is sent to the Payroll office; the student's name will be deleted from the payroll roster and the final pay check issued.

Q. STUDENT RESPONSIBILITIES

A student employee should consider the job a serious commitment. When hired for a position, the student becomes a member of a work unit. The supervisor may reasonably expect the student to:

1. Report to work at the agreed-upon time and be prepared to work.
2. Attend to assigned duties on the job and not conduct personal or school business while at work.
3. Work with a cooperative and positive attitude, demonstrating a willingness to help.
4. Maintain a minimum of half-time enrollment during the period of employment.
5. Notify the supervisor as soon as possible of work schedule changes. Projects and exams may occasionally interfere with a work schedule, however, the student employee should notify the supervisor when such changes can be predicted.
6. The Student Assistant must immediately notify his/her supervisor if his/her academic units drop below half-time enrollment status.
7. Keep an accurate record of hours worked. Complete, sign, obtain supervisor approval, and submit time sheet to the Payroll office prior to the scheduled deadline to ensure being paid timely.
8. Work up to, but normally not in excess of, 20 hours per week when classes are in session. Work no more than 40 hours per week when classes are not in session.