



STUDENT EMPLOYMENT
Manager's Handbook

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Student employees work under direct supervision of an MPP, Department Chair or PI and perform a range of duties involving administrative, clerical, manual, skilled or technical tasks. Student Employment is considered temporary hourly-intermittent work in which permanent status cannot be achieved.

Eligibility for Employment

Student Employees must meet the minimum eligibility criteria as described below:

- Undergraduate students must be registered/enrolled in a minimum of six (6) Fall/Spring units.
- Post-baccalaureate students must be registered in a minimum of four (4) Fall/Spring units in a graduate program.
- Upon graduation, Student Assistants may work up to the last official day of the academic term. In addition, campuses may allow graduating Student Assistants to work one term immediately following graduation, up until the day before the next term starts, as a Bridge Student Assistant.
- Students who are employed on campus as staff or faculty may not be concurrently employed in a student classification.
- All international students who have F-1 and J-1 visa status must follow a set of immigration regulations as outlined by the U.S. government in order to maintain their international student status. The following set of rules and regulations is a guide to properly maintaining international student status at Stanislaus State. These rules and regulations can be found by visiting the [Office of International Education](#) web page.

Student Classifications

Student Assistant (Job Code 1870)

This program is only available during the Fall and Spring semester.

- May work up to, but not in excess of, 20 hours per week when school is in session, this includes the week of finals.
- When school is not in session due to academic breaks (example spring break and winter session), student assistants may work up to a maximum of 40 hours per week but shall not be scheduled, nor permitted, to work overtime.
- Earnings under this job code are **exempt** from FICA (Social Security and Medicare) and DPA PST (Part-time, Seasonal, Temporary Employee Retirement Program).

Bridge (Job Code 1874)

This program is only available during the Summer Term and for one semester after a student graduates.

- To be eligible to work during the Summer Term: student employees must have been enrolled during the previous academic term and be registered for the subsequent academic term.
- Graduating seniors: Upon graduation, Student Assistants may work up to the last official day of the academic term. In addition, graduating Student Assistants are allowed to work one term immediately following graduation, up until the day before the next term starts, as a Bridge Student Assistant. For Example:
 - a. Student Assistants graduating in the spring term may work through the summer term up until the day before the fall term begins.
 - b. Student Assistants graduating in the fall term may continue to work through the Winter Session/Academic Break as a Student Assistant (1870). Additionally, Student Assistants may work through the spring term up until the day before the summer term begins.
- The Student Assistant may work up to 40 hours per week but shall not be scheduled, nor permitted, to work overtime.
- Earnings under this job code do not qualify for the student FICA exemption and are placed into

the mandatory retirement program for Part-Time, Seasonal, and Temporary (PST) employees. The PST takes a mandatory retirement contribution of 7.5%. Student Employees may apply for a refund of retirement contributions when they have separated from all CSU or state employment for 90 days. All questions pertaining to the PST and ways to receive a refund can be located on the [PST website](#).

Federal Work Study (Job Code 1871)

This program is only available during the Fall and Spring semester.

- The Financial Aid Office administers the Federal Work Study (FWS) Program and determines a student's eligibility.
- May work up to, but not in excess of, 20 hours per week when school is in session, this includes the week of finals.
- It is the responsibility of the appropriate hiring administrator to monitor a student's earnings to make sure that they do not exceed the FWS award. It may be possible for a student to increase their FWS award. Students should inquire at the Financial Aid Office.
- Earnings under this job code are **exempt** from FICA (Social Security and Medicare) and DPA PST (Part-time, Seasonal, Temporary Employee Retirement Program).
- Once the FWS award has been exhausted, Hiring Managers have the opportunity to continue the student employee's appointment by submitting a "Student Employment Reappointment/Change" form to the Human Resources office.

International Student Assistant (Job Code 1868)

- International students possessing either a J-1 or an F-1 student visa, and whose tax residency status is a nonresident alien, are hired into Job Code 1868 only.
- On-campus employment is permitted only on the campus that issues the I-20/DS201 9, and a student must have valid F-1 or J-1 status.
- The Student Assistant must also have a Social Security card. To apply for a Social Security card, the student needs to contact the International Students office (located in the Student Services Building) to obtain the necessary paperwork and instructions.
- International students will provide Human Resources a copy of the current I-20/DS201 9 form, passport, letter from the International Services office, and Social Security card (original, not a copy) verifying eligibility to work.
- The Non-Resident Alien Student Assistant must be enrolled and attending a minimum of eight (8) resident units of classes regardless of class level.
- The Student Assistant may work up to, but not in excess of, 20 hours per week when school is in session. This includes concurrent Instructional Student Assistant positions.
- May work on campus full-time during the summer, provided they have completed the prior spring semester and will be attending the upcoming fall semester.
- Earnings under this job code are exempt from FICA (Social Security and Medicare) and DPA PST (Part-time, Seasonal, Temporary Employee Retirement Program.)

Background Checks

The CSU is required to conduct background checks for student employees who are being considered for a sensitive position in which a background check is required by law.

Sensitive positions are those designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

Student employees must successfully pass a complete background check **PRIOR** to starting work. The Human Resources Department will notify the Hiring Manager once the student employee is cleared to begin working.

Positions in which background checks are currently required by law include, but are not limited to the following:

- Positions with direct contact with minor children (Education Code §10911.5)
- Positions with access to stored criminal offender record information (11 CCR §703 and 11 CCR § 707)
- Positions with access to patients, drugs or medication (California Labor Code § 432.7)

These student workers will be required to have background checks if they have not had checks within the past 12 months on the same campus. The student worker must successfully pass a complete background check **PRIOR** to starting work. (Complete background check includes LiveScan fingerprinting, check of criminal records, employment verification, education verification, and professional reference checks, and for positions working in direct contact of minor children, a check of the national sexual offender registry). Hiring department must not start student working until confirmation from HR has been received that student has satisfactorily cleared all background checks.

Work Schedule, Meal and Rest Periods

Student employees may only work up to eight (8) hours per day. **No exceptions.** Student employees with multiple positions on campus must coordinate their schedule to ensure that they do not exceed the weekly maximum number of hours worked as described below:

- During regular Academic Terms (spring and fall Semester): student employees are allowed to work up to a maximum of 20 hours per week (including the week of finals).
- During the Winter Session/Academic Break: student employees are allowed to work up to a maximum of 40 hours per week and shall not be scheduled, nor permitted, to work overtime.
- During the Summer Term: student employees are allowed to work up to a maximum of 40 hours per week and shall not be scheduled, nor permitted, to work overtime.
- Observed Holidays: Student employees should not be scheduled to work during an observed Holiday nor are they eligible for Holiday Pay.

The rest period is based on the total hours worked daily and must be at the minimum rate of a net ten consecutive minutes for each four hour work period. A rest period is not required for employees whose total daily work time is less than three and one-half hours.

The meal period is based on the total hours worked daily and must be at the minimum rate of a net thirty consecutive minutes for each five hour work period. A meal period must be provided no later than the end of the employee's fifth hour of work (in other words, no later than the start of the employee's sixth hour of work)

Time Reporting and Pay Days

Student employees are responsible for reporting their hours worked via their online timesheet and are due no later than the second business day after the last day of the pay period. Timesheets submitted after the deadline may result in a delayed paycheck.

Student paychecks are released by the Payroll Office on the scheduled pay day. The payroll calendar, with pay days, inclusive dates of the pay period and deadline dates, is available online.

Paychecks are available for pick-up in the Cashier's Office, MSR 130.

Paychecks are only mailed if the student employee provides their payroll technician with a self- addressed envelope and pre-paid postage.

Pay Rates, Increases, and Evaluations

Determining Pay Rates

Student Assistants are paid on an hourly basis and are not eligible for overtime pay, shift differential, stipends or commissions. The rate of pay should be determined by reviewing the following:

- ✓ Prior related work experience
- ✓ History of work experience in the department
- ✓ Range and complexity of duties
- ✓ Knowledge and skill requirements
- ✓ Review other student assistants' pay in comparable positions for internal equity or consult with Human Resources

New appointments are generally placed at the minimum of the appropriate pay range to allow growth within the range, and typically never placed higher than the midpoint.

Please refer to the Student Assistant Classification & Pay Guidelines: <https://www.csustan.edu/hr/student-employment> .

Providing Salary Increases

Salary increases are granted at the discretion of the appropriate Department Manager and Human Resources. Salary increases are not retroactive; approved salary increases will be effective the first day of the following pay period after the request is received in HR.

There are three types of salary increases which may be requested via the "Student Employment Reappointment/Change form":

- a) *Service Pay Increase*. Student Employees must successfully complete 500 hours of work. Service Pay Increases are granted in increments of .25 cents. If a Student Employee has accrued more than the required 500 hours (i.e. 1,000 hours), Human Resources will notify the Department Manager to determine if a higher increase will be granted.
- b) *Job Progression Increase*. Student Employees must demonstrate significant growth in their current position. The Department Manager will need to provide Human Resources supportive documentation such as a Performance Evaluation or a revised Job Description to reflect any changes to their current position.
- c) *Equity Increase*. Student Employees must be actively working, have performance of satisfactory or above and meet one or more of the below criteria:
 - Department salary inequity due to Minimum Wage increase.
 - Department salary inequity between new hires and current employees with the same job title.

Student Assistant Evaluation

It is recommended that managers and supervisors complete performance evaluations for student employees and discuss the student's performance, strengths, and areas needing growth and development. Monitoring performance closely and providing regular verbal feedback and guidance will enhance the learning experience for Student Assistants.

It is recommended that a written evaluation be given to the student at the end of every semester or work assignment.

Employment Separation

Termination of Employment. Only an MPP or Dept. Chair may terminate employment for cause and must contact Human Resources prior to notifying the employee of their termination. The employee must receive their final

paycheck at the time of termination.

Voluntary Resignation. An employee who fails to provide advance notice of their last day is entitled to receive their final paycheck within 72 hours of notifying the employer of their resignation.

An employee who provides at least 72 hours advance notice of their last day is entitled to their final paycheck on their last day of work.

MPP/Dept. Chair is responsible for completing a paper timesheet for all hours worked and provide the employment separation details on the "Student Employment Reappointment/Change form".

Benefits/Paid Time Off

- Student Assistants are not eligible for health benefits, vacation, sick leave, holiday pay, or any other paid time off.
- Time used by Student Assistants for jury duty or when summoned as a witness, shall be treated as an excused absence without pay.
- A Student Assistant who is a member of any reserve component of the United States Armed Forces, who is voluntarily or involuntarily ordered to extend U.S. military service, shall be granted time off without pay.
- With the exception of Student Assistants who work in job code 1874, Student Assistants are not eligible for unemployment insurance.

Drug-Free Workplace

It is the policy of CSU Stanislaus to maintain a drug-free workplace. In compliance with the Drug-Free Workplace Act of 1988 (Public Laws 100-440 and 100-690), CSU Stanislaus has adopted the following policies:

- The unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the workplace.
- Employees who violate this prohibition are subject to disciplinary action as deemed appropriate, up to and including termination.
- As an on-going condition of employment, employees are required to abide by this prohibition; and, to notify Employee Relations of any criminal drug conviction they receive for a violation occurring in the workplace. Notification must be provided no later than five days after such a conviction.
- If an employee receives such a conviction (see #3 listed above), the University shall take appropriate personnel action against the employee, up to and including termination; or require the employee to participate satisfactorily in an approved drug-abuse assistance or rehabilitation program.

The University offers drug-awareness programs and activities, and has information available on drug counseling, rehabilitation, and other personal problems through its [Psychological Counseling Services](#), at 667-3381.

Chemical Safety in the Workplace

CSU Stanislaus provides employees with a safe working environment. Each employee is responsible for following departmental procedures for personal protective equipment and proper handling and use and/or disposal of chemicals. The Environmental Health and Safety (EH&S) Office provides specific guidelines to help departments comply with regulations. Questions or concerns regarding chemical safety should be directed to the [EH&S Office](#), 667-3572. Promptly report any emergency that puts a Student Assistant, or others, in danger by [CALLING 911](#).

Workers' Compensation

Every Student Assistant 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.

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