Student Assistant Employment Guidelines

For Appropriate Administrators and Supervisors

Human Resources

California State University, Stanislaus

2014
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# Student Assistant Employment Guidelines

**Student Assistant Step-By-Step Hiring Guidelines**

**Instructions:** Review and follow the outlined step-by-step guidelines required to hire a Student Assistant.

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<th>Steps in Process</th>
<th>Responsible Department and Corresponding Process</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1</strong>&lt;br&gt;Vacant Position Identified by Department</td>
<td>Hiring Department identifies hiring need for a student assistant. For complete listing of Student Assistant policies, procedures, guidelines, and forms please visit: <a href="http://www.csustan.edu/hr/EmployeeResources/HiringStudentAssistants.html">http://www.csustan.edu/hr/EmployeeResources/HiringStudentAssistants.html</a></td>
</tr>
<tr>
<td><strong>Step 2</strong>&lt;br&gt;Determine Type of Student Assistant Needed</td>
<td>Determine type of student employment:&lt;br&gt;• Student Assistant (Non-Work Study) – Human Resources&lt;br&gt;• Work Study – Financial Aid&lt;br&gt;• Instructional Student Assistant (Unit 11) – Faculty Affairs&lt;br&gt;For on-campus, non-work study positions continue to Step 3. If other, please work with appropriate department as listed above.</td>
</tr>
<tr>
<td><strong>Step 3</strong>&lt;br&gt;Rehiring a Student</td>
<td>If rehiring a previously employed student assistant, the following conditions must be met:&lt;br&gt;• The job is the same as originally posted.&lt;br&gt;• The student worked during the previous academic year.&lt;br&gt;• The hiring department has verified student enrollment status (Extended Education courses are excluded).&lt;br&gt;• Hiring department submits completed Form 105-Rehire to Human Resources. If the above conditions apply, Steps 4-9 below may be skipped.</td>
</tr>
<tr>
<td><strong>Step 4</strong>&lt;br&gt;Request to Post Job</td>
<td>For all student assistant positions (non-work study), the hiring department completes the Student Assistant Job Posting Request (Form 101) and submits it to Human Resources. The appropriate department head must verify funds are available and an approval signature must be on this form.</td>
</tr>
<tr>
<td><strong>Step 5</strong>&lt;br&gt;Job Posting</td>
<td>Human Resources prepares the job announcement and posts on the HR Student Assistant jobs webpage: <a href="http://www.csustan.edu/hr/EmploymentOpportunities/Student/index.html">http://www.csustan.edu/hr/EmploymentOpportunities/Student/index.html</a>. NOTE: All positions must be posted for a minimum of five working days prior to any student working and being hired.</td>
</tr>
<tr>
<td><strong>Step 6</strong>&lt;br&gt;Students Submit Applications</td>
<td>Students review job openings and apply directly to the hiring department. All application materials are to be kept on file in the hiring department.</td>
</tr>
<tr>
<td><strong>Step 7</strong>&lt;br&gt;Review Applications</td>
<td>The hiring department reviews required materials (application, resume, and references) from applicants:&lt;br&gt;• Review all applications&lt;br&gt;• Conduct interviews with top candidates&lt;br&gt;• Check finalist references</td>
</tr>
</tbody>
</table>
Step 8
Selection
Following completion of the reference checks (and a minimum of five days posting period), the hiring department selects a student to fill the position and completes the following:

- Confirm proper classification and salary rate. Contact Human Resources at x3351 for guidance or see Supervisor’s Guide to Student Assistant Employment at: http://www.csustan.edu/hr/EmployeeResources/HiringStudentAssistants.html
- Complete Section A of the Student Assistant Hiring Form 105 and submit to Human Resources.

Step 9
Hiring
The hiring department instructs the selected student to submit the following items to the Payroll office:

- Student Assistant Hiring Form 105
- CSU Stanislaus Student Assistant Employment Application
- “Student Payroll Action Request”
- I-9 “Employment Eligibility Verification”
- Form SSA-1945 “Statement Concerning Your Employment in a Job not Covered by Social Security”
- Emergency Contact Form

The student should be prepared to show identification as proof of employment eligibility. All forms may be easily accessed by going to: http://www.csustan.edu/hr/EmployeeResources/HiringStudentAssistants.html

Step 10
Payroll Procedures
Payroll will set up student access to the online timecard. The student employee will log onto MyCSUSTAN to enter their hours worked. After all work hours are entered for the pay period, to verify hours are correct, submit hours online by the second business day of the next pay period. Paychecks are issued on the 15th of the month in the Cashier’s Office.

Contact Information:
Human Resources  (209) 667-3351
Payroll  (209) 667-3310
Kathy Cummings  (209) 664-6752  kcummings@csustan.edu
Jacque Keeney  (209) 667-3309  jkeeney@csustan.edu
Susan Strong  (209) 667-3991  sstrong@csustan.edu
Socorro Garcia  (209) 667-3992  sgarcia11@csustan.edu
Jennifer Wellons  (209) 664-6754  jwellons@csustan.edu
Dennis Shimek  (209) 667-3373  dshimek@csustan.edu

Department Orientation

Work Schedule
The hiring department will arrange a work schedule with the student, which would include the following:

- **Meal Periods** – A meal period of no less than 30 minutes is required for a work period of more than five hours. However, if the total work time for the day does not exceed six hours, the meal period may be waived by mutual consent. Meal periods are not considered paid time, and must be signed out and back in on the time vouchers.

- **Breaks** - No less than a 10-minute rest break for every four hours or major fraction thereof, to be taken in the middle of the work period. Breaks are scheduled by the Appropriate Administrator, based on operational needs. The rest break is paid time; the students do not sign on their vouchers.

- **Rest Period** - No rest period is necessary if total daily work time is less than three and a half hours.
**Work Hours Limitations**

**Daily**
A student employee may only work up to eight (8) hours a day. *No exceptions.*

**Weekly**
- Student employees may work up to 20 hours per week during regular academic periods and up to 40 hours per week during academic breaks *(including Spring Break).*
- Bridge Student Assistant employees may work up to 40 hours per week during a regular academic period (if the employee is enrolled in less than six units). This hourly restriction is inclusive of all employment within the CSU system.
- Please note: student assistants do not qualify for overtime, therefore, must never exceed 40 hours per week. *No exceptions.*

**Monthly**
In a 21 day pay period, a student employee is allowed to work up to 168 hours. In a 22 day pay period they are allowed to work up to 176 hours. Please refer to the Payroll Calendar for the number of days in a pay period. The electronic version can be found in the [Campus Calendar](#) section of the Calendar page.

**Reminder**: Federal Work Study student employees cannot earn more than their total Federal Work Study award.

**Supervision**
Student Assistants must have direct supervision. Students cannot work from home.

**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.
Employment Guidelines

Eligibility for Employment
Student Assistants must be enrolled at CSU Stanislaus in the required number of units and have completed the sign-up process at Human Resources (MSR320) before they may begin working. Extended Education classes do not apply toward Student Assistant employment eligibility.

Upon withdrawal from all classes, the student may not remain in a Student Assistant position. Fall/spring semester positions automatically terminate at the end of the spring semester. Summer positions automatically terminate at the end of the August pay period.

Background Checks
Campus presidents have delegated authority to establish campus requirements for background checks and determine whether a position should be designated as sensitive, requiring a background check.

Graduating Seniors
Upon graduation, Student Assistants may work up to the last official day of the academic term. In addition, campuses may allow graduation Student Assistants to work one term immediately following graduation, up until the day before the next term starts, as a Bridge Student Assistant. For example, Student Assistants graduating in the spring term may work through the summer period up until the last day of August.

International Student Assistants should refer to Department of Homeland Security duration of status requirements.

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.
Concurrent Appointments

- Students who are employed on campus as staff or faculty may not be concurrently employed in a student classification.
- Teaching Associates appointed half-time or more may not be appointed concurrently in another classification. However, if appointed for less than half-time, Teaching Associates may be appointed concurrently in another student classification, up to a combined total of 20 hours per week while enrolled in classes.
- Graduate Assistants may be appointed in another student classification up to a combined total of approximately 20 hours per week while enrolled in classes.
- Student Assistants working in job code 1874 (Bridge Student Assistant) may not be concurrently employed in any of the other four classifications of Student Assistants (job codes 1870, 1871, 1872, 1868) or as an Instructional Student Assistant.

Student Assistant Classification Standards

Classifications

- Student Assistants work under direct supervision and perform administrative, clerical, manual, skilled, technical or other duties ranging from routine to advanced.

- There are four job codes for Student Assistants: 1868, 1870, 1871, and 1874. All four job codes apply to temporary employment for current CSU Stanislaus students. These classifications are non-represented and permanent status cannot be achieved.

- Students may concurrently hold more than one student appointment and each appointment may have the same or different rate of pay, as long as the total number of hours per week does not exceed the maximum amount allowed for the job code. It is the student’s responsibility to monitor hours, including concurrent positions.

Job Codes

Student Assistants, Job Code 1870

- Must be enrolled and attending a minimum of six (6) resident units of classes regardless of class level.
- May work up to, but not in excess of, 20 hours per week when school is in session. This includes concurrent Instructional Student Assistant appointments.
- When school is not in session due to academic breaks, 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.)
On-Campus Work Study Student Assistants, Job Code 1871

- Applies to temporary, on-campus employment for current CSU Stanislaus students who have a predetermined financial need.
- The Financial Aid Office administers the Federal Work Study (FWS) Program and determines a student's eligibility and enrollment in the program. (Available during academic fall and spring semesters only.)
- Must be enrolled and attending a minimum of six (6) resident units of classes regardless of class level.
- May work up to, but not in excess of, 20 hours per week when school is in session. This includes concurrent Instructional Student Assistant appointments.
- 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.
- Once the FWS award has been exhausted, the appropriate administrator has the option of ending the assignment or hiring the student under a different job code (new documentation must be submitted).
- Earnings under this job code are exempt from FICA (Social Security and Medicare) and DPA PST (Part-time, Seasonal, Temporary Employee Retirement Program.)

International Student Assistants, 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, may be hired into Job Code 1868 only.
- On-campus employment is permitted only on the campus that issues the I-20/DS2019, 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/DS2019 form, passport, letter from the International Services office, and Social Security card (original, not a copy) verifying eligibility to work. This certification is required every semester.
- The Student Assistant must be enrolled and attending a minimum of six 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.)
Bridge Student Assistant, Job Code 1874

- During fall and spring semesters, the Student Assistant must be enrolled and attending between one and five (1-5) resident units.
- The Student Assistant may work up to 40 hours per week but shall not be scheduled, nor permitted, to work overtime. This includes concurrent Bridge Student Assistant appointments.
- The Student Assistant may hold more than one position, however, the other position(s) must also be classified as a Bridge Student Assistant.
- To be eligible to work during the summer break, students must have been enrolled during the previous academic term and be registered for the subsequent academic term.
- Earnings under this job code do not qualify for the student FICA exemption and individuals are required to participate in the DPA PST (Part-time, Seasonal, Temporary Employee Retirement Program).
- Graduating Student Assistants may work one term immediately following graduation, up until the day before the next term starts, as a Bridge Student Assistant.

Payroll Procedures

- Payroll will set up student access to the online timesheet. The student employee will log onto the online timesheet to enter their hours worked. After all work hours are entered for the pay period, the student is to verify hours worked, and submit the online timesheet to the department head by the second business day of the next pay period.
- Students should use the appropriate timesheet for their job code.
- Timesheets submitted after the deadline may result in a delayed paycheck. If a Student Assistant is unable to submit the signed timesheet, please contact Payroll at 667-3309.
- Student pay warrants are released by the Payroll Office on the scheduled pay day. When picking up their check, students will be asked for the last four digits of their social security number and must present a Warrior ID card. Pay warrants will be mailed if a postage-paid, self-addressed envelope is turned into Payroll.
- The payroll calendar, with pay days, inclusive dates of the pay period and deadline dates, is available online.

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.
Pay Rates, Increases, and Evaluations

Determining Pay Rates

- Student Assistants are paid on an hourly basis.
- Student Assistants 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
  - Comparable to other students within the unit
- 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.
- When determining a student’s pay rate, review other department student assistants’ pay for internal equity.
- There are four job levels, each with corresponding pay ranges and criteria for identifying the level.
## Student Assistant Employment Guidelines

### Job Levels

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<th>Level</th>
<th>Criteria</th>
<th>Minimum</th>
<th>Midpoint</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level I</td>
<td>Entry level position, under direct supervision, performs routine tasks requiring no previous experience, specific education, or specialized skills.</td>
<td>$9.00</td>
<td>$9.50</td>
<td>$10.25</td>
</tr>
<tr>
<td>Level II</td>
<td>Mid-level position, under direct supervision, performs routine and non-routine tasks which require considerable on-the-job training and/or specialized skills. Jobs in this level typically require discretion in judgment and decision-making. Previous experience, education or specialized skills may be required to perform these higher level jobs.</td>
<td>$9.25</td>
<td>$10.75</td>
<td>$11.50</td>
</tr>
<tr>
<td>Level III</td>
<td>Mid-level position, under direct supervision, performs a variety of skilled tasks requiring previous experience and/or specialized education, or performs work requiring considerable discretion in judgment and decision-making, including responsibility for coordinating the work of a group of lower level student employees.</td>
<td>$9.75</td>
<td>$11.25</td>
<td>$12.75</td>
</tr>
<tr>
<td>Level IV</td>
<td>Highest level position, under direct supervision, completes highly complex assignments requiring specialized knowledge and previous experience. The work is normally within the student’s course of study at the senior or graduate level and the employee may direct the work of others, consult with others, both on- and off-campus, and may be responsible for the project/assignment from conception through implementation and evaluation. Requires special Employee Services review and approval.</td>
<td>$11.00</td>
<td>$13.50</td>
<td>$17.26</td>
</tr>
</tbody>
</table>

For further assistance, contact Human Resources.

### Providing Pay Increases

Student Assistants may receive a pay increase after 500 hours of work or a change in job responsibilities. Pay increases are not retroactive and cannot exceed the maximum.

Human Resources will review student employment pay increase request. If all criteria is met for the pay increase the student employee will be increased at .25 cents per hour for each approved request. All student employee requests for increase in pay are treated equally and are eligible for the .25 increase after 500 hours of work are completed.
**How to Process a Pay Increase**

- The Appropriate Administrator needs to complete a [Student Employment Salary/Step Adjustment Form](#). The effective date should be the first day of the upcoming pay period. Refer to the [College Year Calendars](#) for pay period dates.
- Complete the “Justification” section on the Student Employment Salary/Step Adjustment form.

**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.

**Separations & Resignations**

**Separations**

- Student Assistants are temporary employees, and their employment may be ended at any time for departmental needs, unsatisfactory performance, or other appropriate reasons.
- Fall/spring semester positions automatically terminate at the end of the spring semester. Summer positions automatically terminate at the end of the August pay period.
- To ensure proper payment the “FINAL” timesheet must be approved online and an email sent to Payroll.
- If a department decides to end a Student Assistant appointment prior to the automatic end date, contact [Human Resources](#) immediately to discuss the process and ensure appropriate steps are taken to end the appointment.
- Discharged employees must be paid immediately on the date the employee is discharged.
- For all non-retention actions, the Appropriate Administrator should ensure that all department keys or equipment the student assistant may possess are returned and unfinished assignments reviewed before the student leaves the workplace.

**Resignations**

**72 Hours’ Notice or More**

- If a student resigns voluntarily contact Human Resources/Payroll immediately.
- Submit the hardcopy timesheet to payroll with “FINAL” noted on the top.

**No Notice or Less than 72 Hours’ Notice**

If a student resigns voluntarily without giving notice contact Human Resources/Payroll immediately. The department should note “final” on the top of the hardcopy timesheet and bring it to [Payroll](#) for processing.