



California State University | Stanislaus

Student Employment Handbook

For Student Employees

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Eligibility, Job Codes and Restrictions

Student Assistants must be enrolled at California State University, Stanislaus in the required number of resident units and have completed the sign-in process in the Human Resources Department (MSR 320) before beginning work. Upon graduation or withdrawal from all classes, you may not remain in a student position. (Graduating Student Assistants may work one term immediately following graduation, up until the day before the next term starts, as a Bridge Student Assistant.)

Student Assistants are temporary employees. 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 May. Summer positions automatically terminate at the end of August.

Students who are employed on campus as staff or faculty may not be concurrently employed in a student classification.

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/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. 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.

Unscheduled Time Off & Tardiness

It is expected that you arrive to work on-time and receive necessary approvals in advance for time off. There may be circumstances that will require unscheduled time off (such as emergencies or illnesses). It is important that you notify your Supervisor or Appropriate Administrator as soon as possible. Check with your department on the appropriate protocol.

Meal and Rest Breaks

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 you must sign out and back in on the time vouchers.

A rest break of no less than 10 minutes is required for every 4 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. No rest period is necessary if total daily work time is less than 3 ½ hours.

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 their manager by the second business day of the next pay period. Paychecks are issued on the 15th of the month in the Cashier's Office.

When you pick up your check, you will be asked for the last four digits of your social security number and must present a Warrior ID card. Review the campus calendar for pay dates.

Student Assistants are not eligible for employment benefits such as paid holidays, sick leave, vacation insurance benefits, or industrial disability leave. With the exception of Student Assistants who work in job code 1874, Student Assistants are not eligible for unemployment insurance.

Retirement Contribution Refund

The earnings of Bridge Student Assistants (job code 1874) are student employees that 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](#).

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 your Supervisor or the [EH&S Office](#), (209)667-3572.

In the event of an emergency, the first rule is always to protect you. Promptly report any emergency that puts you or others in danger by [CALLING 911](#).

Workers' Compensation

CSU Stanislaus is committed to providing its employees with a safe working environment. If you are injured on the job you are automatically covered by Workers' Compensation insurance, at no charge. Workers' Compensation benefits include payment for all approved medical treatment, time lost from work, permanent limitations in work capability resulting from the injury (permanent disability), and rehabilitation and death benefits. If an injury occurs, the priority is for the well being of the injured employee. This priority takes precedence over all other considerations.

If you are injured on the job, you must follow the required procedures below:

1. For a minor or non life-threatening injury/illness, stop working and immediately report it to your supervisor. For a serious or life-threatening injury/illness, [CALL 911 TO REPORT THE EMERGENCY](#).
2. Your supervisor will provide you with the State of California form titled: [Employee's Claim for Workers' Compensation \(DWC-1\)](#). You are required to complete the "employee" section of this form. You will be provided with the Employee's temporary receipt and the Employee's copy of this form.
3. You will be sent to CSU Stanislaus' designated medical facility for examination and treatment.
4. If you prefer to be treated by your own physician, you must notify Employee Services in writing before work-related injuries/illnesses occurs. A form for this purpose is available from Employee Services.

Some injuries (e.g., most off-duty recreational activities) may not be covered through the Workers' Compensation program.

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:

1. The unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the workplace.
2. Employees who violate this prohibition are subject to disciplinary action as deemed appropriate, up to and including termination.
3. 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.
4. 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](#), (209)667-3381.

Employee Relations

CSU Stanislaus values the contributions of its Student Assistants and strives to provide a positive working environment where all employees contribute to the success of our University. In this effort, Student Assistants are encouraged to consult their immediate supervisors or department manager with questions or concerns relating to any aspect of their job, including duties and performance.

Please be aware that consultation with your immediate supervisor will be treated with confidentiality, however your supervisor may need to consult with other resources depending on the nature of the concern/issue. Concerns may also be directed to [Human Resources](#), (209)667-3351.

Non-Discrimination and Prevention of Harassment

CSU Stanislaus is guided by the perception that in no aspect of its programs or employment shall there be difference in the treatment of persons because of race, gender, creed, color, religion, sexual preference, national origin, age, marital status, pregnancy, veteran's status, or disabling condition. Equal employment and educational opportunity is observed in the administration, housing, and education of students; in policies governing programs and extra-curricular activities; and in the employment of faculty, staff, and students. Additionally, this University is committed to maintaining a working and learning environment that is free from sexual harassment. Concerns should be directed to [Human Resources](#), (209)667-3351.

Conduct

All student employees are expected to follow acceptable business and professional principles in matters of business and personal conduct. The University expects all student employees to adhere to the following general principles:

- Observe the highest standards of professionalism at all times.
- Perform responsibilities in a manner consistent with the University's values and ethical standards.
- Comply with all laws applicable to the institution.
- Treat others, including customers, students, and other employees with respect.

Unsatisfactory performance, work habits, or overall attitude, conduct or demeanor; violation of institutional policies, procedures or guidelines or any other behavior or conduct deemed inappropriate by the University or supervisor may lead to termination of employment.

Dress Code

A student employee should dress in clothing that is appropriate for the student's particular position of employment. The student employee should check with his/her direct supervisor to find out what the appropriate attire is for his/her employment.

Electronic Devices

Use of electronic devices is discouraged and should be done during breaks or lunch time. However, it is recognized that there are times when they are necessary during business hours. Therefore, student employees should keep personal device use to a minimum and only use University phones in case of an emergency.

Confidentiality and Ethics

Some student assistants and work-study student assistants may have access to sensitive and proprietary information. The protection of confidential business information is vital to the interests and the success of CSU Stanislaus.

Confidential information should not be removed from CSU Stanislaus or used for any other purpose other than CSU Stanislaus business. Student employees who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.