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**Student Employment Philosophy**

The philosophy of the student employment program is:

- To provide the University with part-time assistance in a variety of instructional and administrative program tasks;
- To provide a means and opportunity for both work-study and non work-study eligible students to supplement their income and assist with educational expenses; and
- To provide students with a viable work experience, preferably related to their course of study.

**Job Duties and Responsibilities**

Students are employed on a part-time basis (maximum of 20 hours per week) and may be assigned to clerical, tutorial, technical, maintenance, custodial, or other positions in support of the instructional or administrative operations of the University. Departments are responsible for determining the duties and responsibilities to be performed. Job duties should be established before a vacancy is advertised and then discussed with student employee applicants at the time of interview.

**TYPES OF STUDENT EMPLOYMENT**

**On-Campus Employment**

Temporary, hourly part-time jobs are funded 100% by colleges and departments. These jobs have flexible work hours designed to accommodate students’ class schedules. The duties, responsibilities, and wages are determined by the employer. Students may work a maximum of 20 hours a week when classes are in session and as many as 40 hours during quarter breaks. A student employed by more than one department needs to coordinate their schedule with both areas to not exceed work hour maximums. This program differs from work-study programs in that these jobs are not based on financial need.

**Federal Work Study Program**

The Federal Work-Study Program is a “need-based” financial aid program designed to assist students in earning money to meet their college expenses. To be eligible, students must file a FAFSA (Free Application for Federal Student Aid), be considered financially needy, and be offered a work-study award. Selected students are offered awards per quarter, which determine the maximum number of hours per week they can work.
**Definition of Class Codes and Class Titles**

The following class codes and class titles are designated for Cal State L.A. student employees [minimum enrollment requirements are indicated in brackets]:

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Class Title</th>
<th>Minimum Enrollment Requirements</th>
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<td>1870</td>
<td><strong>Student Assistant</strong> - Standard</td>
<td>Undergraduate – minimum 6 quarter units, Graduate- 4 minimum quarter units</td>
</tr>
<tr>
<td>1871</td>
<td><strong>Federal Work-Study</strong> On-Campus</td>
<td>6 minimum quarter units</td>
</tr>
<tr>
<td>1872</td>
<td><strong>Federal/State Work-Study</strong> Off-Campus</td>
<td>6 minimum quarter units</td>
</tr>
</tbody>
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Students employed in Classes 1870 and 1871 assist faculty and staff in offices and departments of Cal State L.A. Students employed in Class 1872 are hired by contracted Federal or State Work-Study employers’ off-campus.

**1150 Instructional Student Assistants** [Undergraduate – 6 quarter units, Graduate - 4 quarter units] Under supervision, Instructional Student Assistants in this classification perform teaching, grading or tutoring duties for the majority of work hours in a given appointment in a given academic department or equivalent administrative unit over the course of an academic term.

**1151 Instructional Student Assistant**, On- Campus Work-Study [Undergraduate – 6 minimum quarter units, Graduate - 4 minimum quarter units] is for work-study students funded by the Federal Work-Study Program.

**1868 Student-Nonresident Alien Tax Status.** [Undergraduate – 6 minimum quarter units, Graduate - 4 minimum quarter units]

*Student Assistant* – Any student employed on campus other than those employed through the Federal or State Work-Study program, or in the capacity of staff or faculty.

Student Assistants may not hold concurrent CSU-classified positions, i.e., staff or faculty. Student Assistants may hold concurrent CSU-classified Graduate Assistant positions (class code 2355) provided that the combined weekly workload does not exceed 20 hours per week. CSU-classified Teaching Associates (class code 2354) may also hold concurrent Student Assistant positions provided that the appointment is for less than half time (7.4 and below), and the combined weekly workload does not exceed 20 hours per week.
Hiring Procedures

Departments that have identified funds and a need for student employees should first determine the proposed duties and assignments. These duties should be outlined in the Student Employment Requisition and the subsequent online job posting via Eagle iJobs. However, before the Student Employment Requisition is submitted, a PeopleSoft position number must be included on the form. If you do not know the PeopleSoft position number please contact your department’s Fiscal Officer. If the Fiscal Officer does not have an assigned PeopleSoft position number for your position, they will have to request this number through HRM.

When applying for a position, the student must complete a Student Employment Application and submit it to the Career Development Center. All student jobs are posted in the Career Development Center via Eagle iJobs. If the position is specifically work-study, identify the position as FWS. A Student Employment Requisition form is required to be on file with the Student Employment Office for all Student Assistant positions and on file with the Financial Aid Office for work-study positions once per fiscal year. To obtain a copy of the Requisition form or to log onto Eagle iJobs, please access the website at: www.calstatela.edu/univ/cdc/faculty.htm

Eligibility for Employment

Student Assistant

1. Must have and maintain a minimum GPA of 2.0 per quarter.

   AND

2. Must be a currently enrolled student at Cal State L.A. at least half time during each quarter of employment. (Half-time enrollment is: undergraduate – 6 quarter units minimum, graduate - 4 quarter units minimum.) Only continuing student employees (continuing in the same department) with prior enrollment in spring quarter and continuing enrollment in fall quarter are exempt from the enrollment requirement during summer quarter. ALL new hires must be enrolled at the time of employment.

Federal/State Work-Study

1. Must have and maintain an overall GPA of 2.00 and be a currently enrolled student – 6 quarter units minimum. (Federal and state regulations require that work-study students be enrolled during each quarter of employment) AND
2. Must have a work-study award from the Center for Student Financial Aid.

- Students who graduate **must** terminate their employment upon graduation unless they are continuing in graduate school the following quarter.

**Note:** Students enrolled only in Extended Education, Open University, or ACLP are not eligible for student employment on campus.

1868 Student-Nonresident Alien Tax Status Pre-Employment Paperwork:

When an international student is hired, the student must contact the International Programs and Services Office at (323) 343-3170 to schedule an appointment to complete all necessary I-9 documentation.

**Social Security Numbers:**

Employers must send the international student with the on-campus employment verification form to the International Programs and Services Office so the student can obtain documentation that will be required for them to apply for a social security number.

Using the above information, the International Programs and Services Office will draft a letter for the international student to take to Social Security Administration (SSA).

The nearest SSA office is located at **215 N SOTO STREET, LOS ANGELES, CA 90033**. Questions about this process may be directed to International Programs and Services (323) 343-3170 or by calling the Social Security Administration at (800) 772-1213.

Once the above is completed, the international student must take the original receipt or submit the original Social Security card along with a completed I-9 to the Career Development Center at the time of their hiring appointment.
Working Hours for International Students:

Per US Citizenship & Immigration Service regulations, failure to comply with the following policy is a violation of the student's Visa status that could ultimately result in deportation.

- International students may only be employed in on-campus positions.

- International students may **not** work more than twenty (20) hours per week and no more than 8 hours per day. If employed by more than one department or under multiple payrolls, the student must arrange his/her schedule with each department so that the combined hours worked in all positions does not exceed 20 hrs per week.

The student **must not be allowed to begin work** until the hiring department receives an **Authorization to Begin Work** from the Student Employment Office. If the student is allowed to work before authorized, the student's eligibility to remain in this country may be jeopardized.

**During quarter breaks only,** international students may work additional hours (maximum 40 hours) when approved **in advance.** A request must be submitted in writing to the Student Employment Coordinator in the Career Development Center for approval. The request must indicate the student’s name, CIN, dates, number of hours and a brief justification for the additional hours. Once approved, a copy must be submitted to Payroll.

**Student Employee Payroll Procedure**

After the hiring department selects a student, and **BEFORE** starting work, the original **Employee Transaction Form** (ETF) must be completed with authorized signatures (department head/fiscal officer). The ETF may be obtained on **Outlook All Public Folders under HRM.** The student must hand carry the original ETF to the Career Development Center for Student Assistant positions and to the Financial Aid Office for work-study positions. The student must have the following:

- Original and one copy of the Employee Transaction Form

- Copy of their current class schedule and a copy of their previous quarter grades

- Original and one copy of the student’s Social Security card
• Acceptable documents to complete the Employment Eligibility Verification (Form I-9)

• 1150 only, must have a written notice of the appointment or reappointment in paper or electronic format (e.g. email or website) to the affected individual. The notice will include, but not be limited to: the applicable appointment title, appointment time-base percentage (or range of hours), effective dates, salary/wages, department or equivalent unit, department or equivalent unit contact information, response requirements if any, and a statement that the position is covered by the collective bargaining agreement between the parties.

The student will be required to complete the Student Payroll Action Request (SPAR) and Employment Eligibility Verification (Form I-9). Student employees must complete a new SPAR if they wish to make any changes to the information on the original SPAR (name, address, withholding allowances, etc.). An original Social Security card with the corrected name must be provided when there is a name change.

Employees will be given an Authorization To Begin Work form, which they must submit to their supervisor BEFORE beginning work. The form verifies that the student completed all necessary documents and may begin working. This authorization must be retained by the department. **Note: Student Employees may not begin working until the supervisor has received the Authorization to Begin Work form issued by the Career Development Center for Student Assistants or by the Center for Student Financial Aid for work-study employees.**

The student employee Attendance Reports are distributed to the department attendance clerk by the Payroll Office. All student employees are currently reporting time on PeopleSoft, Time and Labor. The supervisor is responsible for submitting a completed, accurate, and signed PeopleSoft timecard to the Timekeeper in the department responsible for reporting student payroll information on the Attendance Report. (Please refer to instructions for Time and Labor Payroll Adjustment Form on the Public Folder for more information.)

Any questions regarding the payroll status of a student employee should be directed to the Student Employment Office at (323) 343-3277 for Student Assistants or to Financial Aid Office at (323) 343-6260 for work-study employees.
Student Orientation

It is the responsibility of each supervisor to fully orient student employees prior to beginning work. Supervisors should review the Student Orientation Checklist with the student employee and provide them with a copy of the Student Employee Handbook. The Supervisor’s Safety Orientation Checklist (General) provided by the Environmental Health and Safety Office must be reviewed with the student employee. The Appropriate Use Agreement for Student Assistants (ITS-2803) provided by Information Technology Services must be reviewed with the student and signed by both the supervisor and the Student Assistant. Once signed by supervisor and student, a copy must be retained for your records and the original must be returned to the Career Development Center to be kept as part of the student’s file. Please note that this is a mandatory document for all student employees. The Orientation Checklist, the Student Employee Handbook and Appropriate Use Agreement for Student Assistants (ITS-2803) provided by Information Technology Services may be found in Outlook –Public Folders – Career Development Center – Student Employment.

Pay Warrants

Payday is the 15th of each month. Pay warrants are picked up by the authorized department personnel, and distributed to student employees.

Hours of Employment

Cal State L.A. and The California State University policy states that when school is in session, Student Assistants and Federal Work-Study students may work up to, but not in excess of 20 hours per week and no more than 8 hours per day. However, under certain campus emergency situations, supervisors may request approval for Student Assistants only to work up to, but not in excess of 30 hours per week.

Student Assistants

1. Requests for Student Assistants to work 21-30 hours per week when school is in session must be approved in advance. A request must be submitted in writing to the Student Employment Coordinator in the Career Development Center for approval. These requests must be limited to campus emergency situations.
2. **During quarter breaks only,** Student Assistants may work additional hours (maximum 40 hours) when approved in advance. A request must be submitted in writing to the Student Employment Coordinator in the Career Development Center for approval. The request must indicate the student’s name, CIN, dates, number of hours and a brief justification for the additional hours. Once approved, a copy must be submitted to Payroll along with the Student Time Voucher and Attendance Report.

3. Student Assistants may hold more than one Student Assistant position, provided that the total number of hours worked does not exceed 20 hours per week, including Student Assistant jobs with non-State entities on campus, e.g., University-Student Union, University Auxiliary Services, etc.

**Federal Work-Study**

1. Without exception, Federal/State work-study employees **may not** work over 20 hours per week when classes are in session.

2. **During quarter breaks only,** Federal work-study students may work additional hours (32 hours maximum) when approved in advance by the Director of the Center for Student Financial Aid.

**REMINDER:** Federal/State work-study students **MAY NOT** earn more than their total Federal/State Work-Study award.

**Salary Policy**

The pay rate within the salary range for an individual employee is determined by comparing the duties and tasks assigned to the classification standards. The classification and salary of a student employee **should in no way be determined by the source of funds** but should be determined utilizing the classification standards outlined in the Student Employment Classification and Pay Plan at: [www.calstatela.edu/univ/cdc/faculty.htm](http://www.calstatela.edu/univ/cdc/faculty.htm)

All student employee salaries must fall between the minimum and maximum of the appropriate salary range. Equitable salary treatment is essential to the morale of student employees and requires that students performing comparable tasks receive comparable wages, regardless of their classification as Student Assistant or Federal Work-Study employees. Student employees are not eligible for overtime pay. Department heads are responsible for adhering to this policy.
The pay rate within the salary range for the appropriate classification should be determined as follows:

Upon initial employment, consideration should be given to the employee’s experience level and the corresponding pay rates of other student employees doing similar work. Newly hired student employees begin at the minimum of the range.

**Salary Increases and Student Employee Performance Appraisals**

Supervisors must complete a *Student Employee Performance Appraisal* at least once per year, at which time a salary increase should be considered.

In order to encourage continuing employment for student employees, the supervisor may recommend and the appropriate administrator may approve salary increases. Salary increases are **not** given automatically to student employees but are based on job performance and length of service. Student employees should be rewarded for outstanding performance, as indicated on the Student Employee Performance Appraisal. To be eligible for a salary increase, a student must have worked a minimum of six months in the same position. Salary increases are given at least once a year. Please note that any increase given must start at the beginning of a pay period. **Please note that all salary increases must be submitted to the Student Employment Office before the 15th of the month in order to be reviewed for the current pay period. All salary increases received after the 15th will be reviewed for the next pay period.** The immediate supervisor is responsible for evaluating the student employee’s performance at least once per year. In evaluating whether a salary increase is warranted, supervisors should consider the following:

The student employee has:

- Shown increased understanding and ability to perform the duties and responsibilities of the position;
- Exhibited cooperation and established a good working relationship with others;
- Performed the duties of the job in such a manner as to meet the requirements of work quantity and quality; and
- Demonstrated responsibility in being punctual and dependable.
An Employee Transaction Form (ETF) (plus one copy) noting the amount of the salary increase, and the completed and signed performance appraisal must be submitted to the Career Development Center for Student Assistants or to the Center for Student Financial Aid for work-study students. Once approved, the new salary rate will be entered into PeopleSoft by the Career Center for Student Assistants or the Student Financial Aid for work-study students; on Job Data leave the PPT Status as ‘Await Action’ for Payroll to determine the status. The timekeeper must also note the new salary rate on the Student Assistant Attendance Report before sending it to the Payroll.

**Progressive Disciplinary Action**

The student employee will be subject to disciplinary measures for such actions including, but not limited to:

- Refusal to obey supervisor’s directions
- Violation of work policies
- Dishonesty
- Misconduct/unacceptable behavior
- Inability or inefficiency in the performance of job duties
- Failure to notify supervisor of absence
- Continual tardiness or constant absenteeism
- Theft
- Unauthorized release of confidential information

Supervisor must follow the disciplinary procedures listed below.

1. **Verbal warning**
   The first occurrence should be a **verbal warning** to the student. The supervisor should discuss the inappropriate behavior directly with the student. The date and time of the discussion and what was discussed should be documented.

2. **Written warning**
   The second occurrence should be a **written warning** given to the student. The student and supervisor must sign off on the written warning so that there is a mutual understanding of the situation.

3. If the work behavior has not improved and/or there is a third occurrence, the supervisor should include an expected date of improvement.
4. Dismissal
If the employee’s work performance has not improved by the end of the probationary period, the supervisor may terminate the employee. The supervisor must fill out the **Separation Form** along with a **Student Employee Performance Appraisal**, the original should be sent to the Student Employment Office and a copy should be sent to the Payroll office and an additional copy should be kept by the supervisor.

**Student Employment Grievances**

Occasionally, job-related problems surface between a supervisor and a student employee. When such situations arise, the following steps are taken:

1. Initially the problem should be discussed between the supervisor and the student employee in an attempt to resolve the issue.

2. If the issue is not fully resolved at this meeting, the student should meet with the Student Employment Coordinator of the Career Development Center.

3. The Coordinator may confer with both parties and make recommendations to resolve the conflict.

4. If a solution still has not been reached, a formal grievance procedure is available for the student employee.

**Student Separations**

Labor Code sections §201 and §202 require the CSU to pay separating student employees in a specified timeframe. Payment of wages to discharged and resigned student employees is treated differently in the Labor Code.

- **Discharge**: A student employee who is discharged must be paid earned wages immediately.

- **Resignation**: A student employee who resigns (no longer continuing employment at Cal State L.A.) must be paid earned wages no later than 72 hours from the date of separation. However, if the student employee provides the employer at least 72 hours’ notice of his/her impending separation, he/she is entitled to earned wages at the time of separation.
Upon separation of a student employee, the employer must complete a Student Employee Separation form along with the Student Employee Performance Appraisal immediately. Submit the original form to the Student Employment Office or to the Financial Aid Office for work-study employees.

All student separations must be reported to Payroll immediately. Send advanced notification via e-mail prior to the separation being processed to allow Payroll sufficient time to capture the student’s time from Time and Labor.

Approver needs to verify and approve time based on the Attendance Report provided by the timekeeper on the last day worked immediately.

Submit a copy of the separation form along with the Student Time Voucher and Attendance Report, to the Payroll Office for student assistants or to the Financial Aid Office for work-study employees. A reason for separation must be provided, and should always be signed by the supervisor and student employee (if available). The original copy must be sent to the Career Development Center for student assistants or to the Financial Aid office for work-study employees.

**General Working Conditions**

1. **Benefits and Hours of Work:** Student employees are not eligible for overtime, paid holidays, vacation, sick leave, jury duty, unemployment insurance, medical benefits, or permanent status. They are, however, eligible for worker’s compensation. Student employees are paid only for the hours worked and documented on the Student Time Voucher. Hours worked by student employees are normally within the time that the University is open for business. Situations arise where a Student Assistant must work when the University is closed, but never without staff or faculty supervision and always subject to close scrutiny. Without exception, work-study employees may not work when the University is closed.

2. **Absences:** The supervisor should provide instructions for reporting absences according to procedure established by the employee’s department. Unforeseen absences due to illness or other uncontrollable circumstances should be reported immediately by the student employee to the supervisor and/or department. Planned absences should be arranged in advance and approved by the supervisor.

3. **Rest Periods:** Students working a consecutive 4-hour work period may take one paid 10-minute break. Students working more than 6 consecutive hours (6.1 and above) must take a **mandatory** unpaid 30-minute lunch break. Students working less than 4 consecutive hours are not entitled to a break. Supervisors may determine when breaks are taken, but they should not be taken at the beginning or end of the work period. Unused breaks are not cumulative or eligible for pay.
4. **Parking**: Student employees who wish to park on campus must purchase a student parking permit. Student employees are not eligible to park in faculty/staff spaces.

5. **Use of University Equipment**: University equipment (including telephones, computers, printers, facsimile machines, copiers, supplies, etc.) should be used only for official University business.

6. **Driving**: Where applicable, employing departments must ensure that student employees complete the State-sponsored Defensive Driving Class prior to driving any vehicle on the job.

7. **Training**: Supervisors must ensure that student employees are included in appropriate staff training classes offered each quarter by the Office of Environmental Health and Safety (EHS). In addition, the EHS office requires that each supervisor complete the general safety *Student Orientation Checklist* and the safety *Student Orientation Checklist for Laboratories* (where appropriate).

### Policy Prohibiting Sexual Harassment

California State University, Los Angeles, will take action to prevent and eliminate sexual harassment, as mandated by the Chancellor's Executive Order No. 345. Sexual harassment is conduct subject to disciplinary action, including termination. Sexual harassment includes but is not limited to:

- Unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- Any act which contributes to a workplace or learning environment that is hostile, intimidating, offensive, or adverse to persons because of the sexual nature of the conduct.
- Conditioning an act, decision, evaluation, or recommendation on the submission to or tolerance of any act of a sexual nature.

Although this policy focuses on the treatment of persons lacking or holding lesser authority by persons possessing greater authority, it does not preclude the possibility that sexual harassment may also be perpetrated by persons lacking or holding lesser authority, e.g., employee, student, or applicant. In determining whether conduct constitutes sexual harassment, the circumstances surrounding the conduct are considered. The prohibition against sexual harassment applies to all transactions of University business, whether on or off campus.
The parameters of “sexual harassment” are legally defined by State and Federal statutes and court decisions. While the policy set forth above describes actions which fall generally within the scope of “sexual harassment,” all CSU employees and students are required to conduct themselves in a manner that avoids sexual harassment as defined by State and Federal law.

Individuals with supervisory authority are responsible for reporting a formal complaint about sexual harassment to the Office of Equity and Diversity at 343-3040. Failure to do so may lead to appropriate administrative action.

Specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are available in the following locations: Human Resource Management, Office of Equity and Diversity, Office of the Vice President for Student Affairs, University Counseling Center, and Women's Resource Center.

NOTIFICATION OF COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

California State University, Los Angeles, does not permit discrimination on the basis of disability in admission to, access to, or operation of its instruction, programs, services, or activities, or in its hiring and employment practices. Also, the University does not permit harassment based on a protected disability. In addition, the University does not permit discrimination or harassment based on an applicant’s, employees, or student’s relationship with or association with anyone with a known protected disability.

Upon request, the University will consider reasonable accommodation(s) when needed to facilitate the participation of persons with ADA-protected disabilities. Reasonable accommodations will be considered to permit individuals with protected disabilities to: (a) complete the admission/employment process; (b) perform essential job functions; (c) participate in instruction, programs, services or activities; and, (d) enjoy other benefits and privileges of similarly-situated individuals without disabilities.

Questions, concerns, complaints and requests for reasonable accommodation or additional information may be forwarded to the Office of Equity and Diversity, the campus office assigned responsibility for compliance with the ADA. The Office of Equity and Diversity is located in Administration 606 and is open Monday through Friday, 8:00 a.m. to 5:00 p.m., (323) 343-3040, or TDD: (323) 343-3270.
NONDISCRIMINATION STATEMENT

California State University, Los Angeles affirms its commitment to equality of opportunity for all individuals. This commitment requires that no discrimination shall occur in any program or activity of the University on the basis of race, color, religious creed, national origin, sex, ancestry, physical disability (including HIV and AIDS), mental disability, medical condition, pregnancy, age, marital status, political affiliation, sexual orientation, disabled veteran's status, Vietnam Era veteran’s status, or any other classification that precludes a person from consideration as an individual.

Further, the University’s commitment requires that no retaliation shall occur because an individual filed a complaint of discrimination or in some other way opposed discriminatory practices, or participated in an investigation related to such a complaint. This policy is in accord with Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Educational Amendments of 1972, as amended, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Vietnam Era Veterans' Readjustment Act of 1974, and related administrative regulations and executive orders. Inquiries concerning the application of Title IX, Sections 503 and 504, and other nondiscrimination laws may be referred to the Office for Equity and Diversity (Telephone: (323) 343-3040), the campus office assigned the administrative responsibility of reviewing such matters. Title IX inquiries may also be directed to the Regional Director of the Office for Civil Rights, Region IX, Old Federal Building, 50 United Nations Plaza, Room 239, San Francisco, CA 94102.

Important Links

Student Employment Classification and Pay Plan  
http://www.calstatela.edu/univ/cdc/seclass.htm

Student Employment Requisition  
http://www.calstatela.edu/univ/cdc/sturequi.pdf

Student Time Voucher  
http://www.calstatela.edu/univ/cdc/stvoucher.pdf

Student Employee Handbook  
http://www.calstatela.edu/univ/cdc/semployment/stguide.pdf

Student Orientation Checklist  
http://www.calstatela.edu/univ/cdc/semployment/sechecklist.pdf

EHS Supervisor Orientation Checklist (mandatory)  
http://www.calstatela.edu/univ/cdc/semployment/ehscklist.pdf
FEPRA Certificate  
http://www.calstatela.edu/its/policies/ferpa/

Appropriate Use Agreement for Student Assistants (ITS-2803)  
http://www.calstatela.edu/its/forms/ITS-2803_StandardAcknowl-StudAssistants.doc

FOR FURTHER INFORMATION OR QUESTIONS CONTACT:

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<th>LOCATION</th>
<th>TELEPHONE</th>
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<tbody>
<tr>
<td>Student Employment Office</td>
<td>Career Center Room 40</td>
<td>(323) 343-3277</td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>Student Affairs Bldg. SA 124</td>
<td>(323) 343-3266</td>
</tr>
<tr>
<td>Payroll Services</td>
<td>Administration Bldg. Adm 601</td>
<td>(323) 343-3680</td>
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<td>University Police</td>
<td>Building C</td>
<td>(323) 343-3700</td>
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<td>Student Health Services</td>
<td>Health Center</td>
<td>(323) 343-3301</td>
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<td>Office of Equity &amp; Diversity</td>
<td>Administration Bldg. Adm 605</td>
<td>(323) 343-3040</td>
</tr>
<tr>
<td>Risk Management and Environmental, Health and Safety Office (Worker’s Comp.)</td>
<td>Administration Bldg. Adm 302A</td>
<td>(323) 343-3657</td>
</tr>
<tr>
<td>International Programs and Services</td>
<td>Administration Bldg. Adm. 127</td>
<td>(323) 343-3170</td>
</tr>
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