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I. 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.

II. 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.

III. 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.

IV. 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]:

Class Code Class Title
1870 **Student Assistant**, Standard
[Undergraduate – minimum 6 quarter units, Graduate- 4 minimum quarter units]

1871 **Federal Work-Study**, On-Campus
[6 minimum quarter units]

1872 **Federal/State Work-Study**, Off-Campus
[6 minimum quarter units]
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]
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.

V. **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 CareerLink. 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 CareerLink. 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 CareerLink, please access the website at:  [www.calstatela.edu/univ/cdc/faculty.htm](http://www.calstatela.edu/univ/cdc/faculty.htm)

VI. 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.

VII. 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.

**VIII. 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. The supervisor is responsible for submitting a completed, accurate, and signed Time Voucher to the person in the department responsible for reporting student payroll information on the Attendance Report. (Please refer to instructions on the back of the Time Voucher 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.

**IX. 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.

X. Pay Warrants

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

XI. 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.

XII. 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.

XIII. 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 must be noted by the supervisor on the Student Assistant Attendance Report to be sent to Payroll along with a copy of the approved ETF. The increase will not go into effect without the approved ETF.

### XIV. 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. If the work behavior has not improved and/or there is a third occurrence, the supervisor should include an expected date of improvement.

3. **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.
XV. 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.

XVI. 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.

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.

XVII. General Working Conditions

i. 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.

ii. **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.

iii. **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.

iv. **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.

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

vi. **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.

vii. **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).

**XVIII. Campus Statements of Nondiscrimination and Non-harassment**

The University is committed to nondiscrimination and non-harassment in accordance with federal, state and CSU policy. For more information visit the Annual Notification of Campus Statement of Nondiscrimination, Systemwide Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence, and Stalking Policy, Policy Regarding Consensual Relationships between Employees or Employees and Students, and Statement of Compliance with the Americans with Disabilities Act:
i. **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, as amended, Genetic Information Nondiscrimination Act of 2008, related to California state laws, and related administrative regulations and executive orders. Inquiries concerning the application of these and other nondiscrimination laws may be referred to the Office for Equity, Diversity and Inclusion, Human Resource Management, 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 Beale St., Suite 7200, San Francisco, CA 94102, (415) 486-5555.

ii. **Systemwide Nondiscrimination on the Basis of Gender or Sex; Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence, and Stalking Policy**

Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of gender or sexual orientation in employment, as well as in all education programs and activities operated by the University (both on and off campus). The protection against discrimination on the basis of gender or sexual orientation includes sexual harassment, sexual misconduct, and gender based dating and domestic violence and stalking. The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

**Title IX Coordinator:** Mariel S. Mulet, Director, Office for Equity, Diversity and Inclusion, Administration Rm. 606, (323) 343-3040, Mariel.Mulet@calstatela.edu

**Deputy Title IX Coordinators:** Letycia Gomez, Judicial Affairs Officer, Judicial Affairs Office, Student Affairs Rm. 115A, (323) 343-3812, ltgomez@cslanet.calstatela.edu; Sheila Hudson, Associate Athletics Director, Physical Education Rm. 105, (323) 343-5240,
California State University, Los Angeles, will take action to eliminate and prevent sexual harassment and to address its effects, as mandated by the Chancellor Office’s Executive Orders Nos. 1095, 1096 and 1097, revised on June 23, 2015.

Sexual harassment is conduct subject to disciplinary action, including termination.

Most University employees have a duty to report incidents of sexual misconduct, dating and domestic violence, and stalking when they are on notice of it. When you tell the Title IX Coordinator or another University employee about the incident, you have the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. **In all cases, the campus strongly encourages victims to report sexual misconduct, dating and domestic violence, and stalking directly to the Title IX Coordinator.**

All University employees except physicians, licensed counselors, sexual assault victim’s advocates must report to the Title IX Coordinator all relevant details about incidents of which they become aware. The University will need to determine what happened and will need to know the names of the victim(s) and the perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the incident.

Please see specific rules and procedures for reporting complaints of sexual harassment and for pursuing available remedies in the links to applicable Executive Orders listed above. Additional information is available in the following locations: Human Resource Management; Office for Equity, Diversity and Inclusion; Office of the Vice President for Student Affairs; and the University Student Health Center.

Contact the following University personnel or departments for help or to report a violation:

**Title IX Coordinator:** Mariel S. Mulet, Director, Office for Equity, Diversity and Inclusion, Administration Rm. 606, (323) 343-3040, Mariel.Mulet@calstatela.edu

**Deputy Title IX Coordinators:** Letycia Gomez, Judicial Affairs Officer, Judicial Affairs Office, Student Affairs Rm. 115A, (323) 343-3812, ltgomez@cslanet.calstatela.edu; Sheila Hudson, Associate Athletics Director, Physical Education Rm. 105, (323) 343-5240, shudson@calstatela.edu; **Rebecca Palmer,** Associate Director for Residence Life, Housing Svcs. Phase II, (323) 343-4812, rpalmer@cslanet.calstatela.edu

**University Police:** (323) 343-3700

**Confidential Resources:** Counseling and Psychological Services, **Student Health Center,** (323) 343-3314; **Sonia Rivera,** Sexual Assault Victim’s Advocate, Director of Sexual Assault & Emergency Services, East Los Angeles Women’s Center, (800) 585-6231
iii. **Statement of Compliance with the Americans with Disabilities Act (ADA) of 1990, As Amended**

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 unlawful harassment based on a protected disability. In addition, the University does not permit discrimination or unlawful harassment based on an applicant’s, employee’s, or student’s relationship with or association with anyone with a known protected disability.

Upon request, the University will consider a request for reasonable accommodation(s) when needed to facilitate the participation of qualified individuals with protected disabilities. Reasonable accommodations will be considered to permit qualified 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 Human Resources Management, Office of Equity, Diversity and Inclusion, the campus office assigned responsibility for compliance with the ADA. The Office of Equity, Diversity and Inclusion 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.

iv. **Policy regarding Consensual Relationships between Employees or Employees with Students**

**A CSU Employee shall not enter into a consensual relationship with a Student or Employee over whom s/he exercises or influences direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority.** In the event such a relationship already exists, the Employee should report the relationship to the appropriate head of the organizational unit (e.g., Dean or Director) and that person will implement procedures to reassign such authority to avoid violations of this policy and/or the University policy on Nepotism.

A consensual relationship means a sexual or romantic relationship between two persons who voluntarily enter into such a relationship. While sexual and/or romantic relationships between members of the University community may begin as consensual, they may evolve into situations that lead to Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating or Domestic Violence, or Stalking subject to this policy.

For more information see Executive Order 1096 Revised June 23, 2015 or contact: Mariel S. Mulet, University Title IX Coordinator, Office of Equity, Diversity and Inclusion, (323) 343-3040.
XIX. Policy on Nepotism

According to the CSU Chancellor’s office code HR 2004-18, there shall be no bars to the appointment of immediate family members in administrative, faculty or staff employment categories, in the same or different units or departments so long as the following standard is met:

No CSU employee shall vote, make recommendations or in any way participate in decisions about any personnel matter which may directly affect the selection, appointment, evaluation, retention, tenure, compensation, promotion, termination, other employment status or interest of an immediate family member as defined below.

In each of the following circumstances, special written provisions must be prepared for review and approval and approval by the head of the organizational unit (e.g., Dean or Director) before an individual may be appointed: (1) If the individual is to be assigned to a position under the supervision or control of an immediate family member who has or may have direct effect on the individual’s progress or performance; or (2) If the individual is to be assigned to work for the same immediate supervisor as another immediate family member.

For the purposes of this policy, “immediate family member” is defined as a close relative including: parent, child, grandparent, grandchild, sibling, uncle, aunt, nephew, niece, first cousin, spouse, registered domestic partner, step-parent, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, and by guardianship and/or adoption or a person residing in the immediate household except live-in household employees or roomers.

For more information, visit: https://csyou.calstate.edu/Policies/HRPolicies/HR2004-18.pdf

XX. 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/employment/ehscklist.pdf

FEPRA Certificate:
http://www.calstatela.edu/its/policies/ferpa/

Appropriate Use Agreement for Student Assistants (ITS-2803):
http://www.calstatela.edu/sites/default/files/groups/Career%20Development%20Center/SEO/seitsappuseagree.pdf

XXI. For further information or questions contact:

<table>
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<tr>
<th>OFFICE</th>
<th>LOCATION</th>
<th>TELEPHONE</th>
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<tbody>
<tr>
<td>Student Employment Office</td>
<td>Career Center, Rm. 40</td>
<td>(323) 343-3277</td>
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<tr>
<td>Financial Aid Office (Work-Study)</td>
<td>Student Affairs Bldg., SA 124</td>
<td>(323) 343-3266</td>
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<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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<tr>
<td>Office of Equity &amp; Diversity</td>
<td>Administration Bldg., ADM 605</td>
<td>(323) 343-3040</td>
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<tr>
<td>Risk Management and Environmental, Health</td>
<td>Administration Bldg., ADM 302A</td>
<td>(323) 343-3657</td>
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<td>and Safety Office (Worker’s Comp.)</td>
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<td>International Programs and Services</td>
<td>Administration Bldg., ADM 127</td>
<td>(323) 343-3170</td>
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