Hosted by

Career Development Center

Financial Aid

Payroll

EH&S – Risk Management
Hiring Procedures

- Recruitment
- Posting jobs (CareerLink)**** Soon to be HANDSHAKE
- Student employment applications and offering the job
- Processing paperwork for new student employee
- Student’s responsibilities upon job offer
- Managing the student employee
Hiring Procedures: Student Employment Applications

- Initiating Recruitment
  - Requisition (forms are located in CareerLink under Library)
  - Job Posting
  - CareerLink - Soon to be HANDSHAKE
  - Career Center Job Boards - no longer available
- Selection Process

Reminder: Ensure applicant(s) meet(s) the minimum student employee eligibility requirements.
Student Employment Classifications

- Student Assistants 1870

- Work – Study Employees 1871.

- Non – Resident Alien 1868.
  - International Students
  - Students that have a Work Permit

- Instructional Student Assistant 1150 (what about international students under 1150)

- Bridge 1874
Student Assistant Employment Eligibility

- Student assistant must have and maintain a minimum GPA of 2.0 per term.

- Must be a currently enrolled Cal State L.A. student
  - (6 units minimum - Undergraduate)
  - (4 units minimum - Graduate) with exception of summer term
  - 1868 - International students must be enrolled full time

- Student graduating and summer employment
  - Bridge classification 1874
  - Winter break 1871 and 1870
Student’s Responsibilities Upon Job Offer

- Have the student call the Student Employment Office in the Career Center at (323) 343-3293.
- The following documents are required in order for a student to be hired. End date 05/25/2019.
  - Original Employee Transaction Form
  - I-9 documentation (do not request specific documents)
    - International students:
      - I-9 issued by IPS office
      - Social Security receipt
    - Students who hold a work permit:
      - Social security card
      - Work permit - IPS office
  - Copy of Current Class Schedule
  - Copy of Previous Term Grades
  - Instructional Student Assistants (1150) are required to have an offer letter.
Cal State L.A. and The California State University policy states that when school is in session:

- May work up to, but not in excess of 20 hours per week and no more than 8 hours per day.
- 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) are required to take an unpaid 30-minute lunch break.
- Students under the 1150 classification are authorize to take a paid 15 minute break.
Updates for Student Employment

- Bridge Classification and Summer
- Summer Employment??
- Continuing Student Employees enrolled in less than half time for the summer session will be classified as 1874 Bridge.
  - Continuing students - ETF (1874) – Effective dates 05/27/2018 – 08/19/2018
  - Students graduating in spring are allowed to work one more term - Effective dates (1874) - (05/27/2018 - 08/19/2018)
- What about students under classification 1868? These students will keep their classification 1868 through the summer session including the following academic year.
- Bridge ETFs are due April 30, 2018.
Updates for Student Employment

- Salary increase – should be considered at least once a year.
  - Submit ETF and student appraisal
- Student employee separation - An appraisal will also be necessary when you separate a student.
New Fiscal Year 2018 - 2019

• Submit the following:
  • New Student Employment Requisitions (If you submitted a Requisition last year, and there are no changes, you do not have to submit a new form for this year.)
  • ETF 1870 - Effective dates (08/20/2018 - 05/26/2019)
  • Appraisal
  • Appropriate Use Agreement for Student Assistants (ITS-2803)
  • FERPA (if applicable)
  • ETF 1150 - Offer Letter

• DUE by Friday April 30, 2018.
  • ALL new or revised student employment requisitions (Student Assistant & Federal Work Study) please send them to Brenda Aguilar in the Career Development Center.
  • Student Assistants Employee Transaction Forms (ETFs) go to Brenda Aguilar.
  • Federal Work Study Employee Transaction Forms (ETFs) go to Tony Salazar in The Center for Student Financial Aid.
Federal Work-Study
Federal Work-Study: Student Employment Eligibility

- Eligibility Criteria
- 2018-2019 FAFSA application completed by March 2nd, 2018 priority deadline.
- “Dreamers” or AB540 students are ineligible.
- EFC (Expected Family Contribution) = $0
- Maximum Award: Up to $4,000 per academic year.
Federal Work-Study: Employment Begin & End Dates

No FWS for Summer 2018.

No FWS during Winter Intersession 2019.

**August 20, 2018** – students may begin to work for the 2018-2019 academic year.

**May 18, 2019** – last date of employment for 2018-2019 academic year.
Federal Work-Study: Hiring Procedures

- Departments will email a listing of the students they want to “re-hire” or “hire” to the Financial Aid Office.

  ATTN: Tony Salazar by Friday, June 8th

- FWS awards will be offered to eligible students.

- Priority consideration will be given to students employed as FWS in the prior year (2017-18).

- Departments will receive an email confirmation of eligible and ineligible students from Tony Salazar no sooner than 4 weeks.
Federal Work-Study: Hiring Procedures (cont).

• The Financial Aid Office will begin accepting ETF’s (Employee Transaction Forms) on Friday, July 06, 2018.

• Students with incomplete Financial Aid files or not meeting SAP (Satisfactory Academic Progress) will be ineligible for an FWS award.

• Once their file is complete or if their SAP Appeal is approved, awarding of FWS will depend upon the availability of remaining funds.

• Visit the Financial Aid Office web site to view/print copy of the Hiring Procedure handout.
Federal Work-Study: Time Sheet Submittals

Departments must submit completed and signed Student Assistant Attendance Reports (aka time sheets) to the Financial aid Office by the “Final Attendance” dates.

Deadline Dates are available via the HRM payroll website:

http://web.calstatela.edu/univ/payroll/calendar.php

Failure to meet the deadline may create a delay in the students receiving their paychecks.
Federal Work-Study: Satisfactory Academic Progress (SAP) Standards

- Students must be meeting SAP standards:
  - GPA, rate of completion and excessive units.
- SAP will be monitored semester for students on Financial Aid “Probation”.
- Minimum Cumulative GPA Requirements:
  - Undergraduates 2.0 GPA
  - Teaching credential/post-bac 2.5 GPA
  - Master’s students 3.0 GPA
- Visit our Financial Aid Office web site for SAP Policy.
- Students must maintain ½-time enrollment (6 units per term).
- Graduate students may be enrolled in 4 units provided they are 5000 level courses.
Federal Work – Study Contact Information

Tony Salazar, Financial Aid Work-Study Coordinator

Office location: SA (Student Affairs) 124
Email: Tsalazar@cslanet.calstatela.edu
Tel: Extension 3-3257

Office Hours:
Monday – Thursday 8:00 am - 6:00 pm
Friday 8:00 am - 5:00 pm
EH&S – Risk Management Orientation
Presented By:

Risk Management & EHS Office
Located in Corporation Yard Room 244

Jon Brown, Acting Director

Extension 3-3527
http://www.calstatela.edu/univ/ehs
Risk Management & Environmental Health and Safety (EHS)

Introduction

• What is Risk Management & EHS?

Risk Management

• Claims Management

• Insurance Programs

• Risk Exposure & Mitigation

• Requirements for Driving on State Business, contact Dan Thomas at x3-3534

Occupational Safety

• Safe & Healthful Working Conditions

• Reporting Injuries & Unsafe Conditions in a Timely Manner

• Training (Required vs. Recommended)
Environmental Control & Chemical Safety

- Use of Chemicals? Employee Knowledge of Safety Data Sheet (SDS)
  
  Go To: https://jr.chemwatch.net/chemwatch.web/home

- Proper Use, Storage & Disposal of Hazardous Substances

Radiation & Biological Safety

- Specific Training, contact Tanyi Obenson (Radiation & Laser) or Andrew Wilson (Biological) at 3-3531

Supervisor New Hire Responsibility

- Provide the Safety Handbook, Go Through Safety Checklist and have Employee Attend a 2-Hour Safety Training, GHS and Ergonomic Training, contact RM/EHS Office at ext. 3-3531 to schedule

- Assess Additional Training Needs!

Electric Cart Safety is important!
## Supervisor’s Safety Orientation Checklist for General Use

**Supervisor’s Safety Orientation Checklist General**

**Risk Management and Environmental, Health & Safety**

California State University, Los Angeles

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**The supervisor and the employee should meet to discuss items 1 through 4 on the employee’s first day of appointment, promotion, or reassignment. Employees shall be informed of the contents of the University’s Safety Programs and their appendices by directing them to the following website address: http://www.calstatela.edu/ehs/occupational-safety or by contacting the EHS Office, in Corporation Yard 244, at (323) 343-3527, or (323) 343-3531.**

<table>
<thead>
<tr>
<th>EMPLOYEE NAME (PRINT):</th>
<th>DATE:</th>
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**Check when discussed (Line through if not applicable)**

Employees shall be informed of all applicable requirements of this checklist:

1. **Work Area Safety Orientation**
   - How to report an unsafe condition.
   - Location of University Hazard Report Form.  
     - [http://www.calstatela.edu/ehs/hazard-incident-report](http://www.calstatela.edu/ehs/hazard-incident-report)
   - Location/access to Safety Data Sheets (SDSs) for hazardous substances.  
     - [http://jr.chemwatch.net/chemwatch.web/dashboard](http://jr.chemwatch.net/chemwatch.web/dashboard)
   - Location of Injury/Illness prevention Program:  
     - [http://www.calstatela.edu/ehs/occupational-safety](http://www.calstatela.edu/ehs/occupational-safety)
   - Location & identity of hazardous materials.
   - Presence of physical or chemical hazards in the work area, specific to their job function.
   - Appropriate and safe work practices for the job.
   - Labeling, signs, warning placards or other communication methods for identifying hazards in the workplace.
   - Off-hour emergency contacts/protocols.
   - Understanding that **no employee** shall ever work in an assignment/job that he/she feels is unsafe or that requires additional direction to do safely.

2. **Personal Protective Equipment (PPE)**
   - Location, selection and use of Personal Protective Equipment for the work assignment/task/job function.

3. **Emergency Procedures**
   - Identification of emergency preparedness procedures including primary/secondary evacuation routes, exterior assembly areas and location of all area emergency equipment.
   - Location of continuous monitoring devices or alarms.
   - Contact information to report an emergency.
   - Review of University emergency action plan at:  
     - [http://www.calstatela.edu/police/campus-emergency-plan](http://www.calstatela.edu/police/campus-emergency-plan)
   - Emergency shutdown procedures for equipment.

4. **Communication**
   - Location of employee safety board (HRM Lobby).

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**We agree that the checked items have been discussed. This form will be used to establish a basis for probationary appraisals.**

**EMPLOYEE’S SIGNATURE**

**DEPARTMENT**

**DATE**

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**DEAN / CHAIR / SUPERVISOR’S SIGNATURE**

**DATE**

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**RM/EHS- (2/15)**

**WE ARE AN EQUAL OPPORTUNITY / DISABLED / TITLE IX EMPLOYER**
Over 1100 students are employed by Cal State LA under the Student Employment Program and they play a key role in the operations, research and educational areas. Student employees perform invaluable services with enthusiasm, dedication and initiative, all while developing skills and experience.

Show your student employees how much you value their contributions by participating in Student Employee Appreciation Week. Depending on your resources, you may want to plan activities for the entire week, several days or just one day.

Thank you.