

**CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

Career Development Center

**STUDENT EMPLOYEE HANDBOOK**

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## Introduction

Congratulations! If you're reading this, you have an opportunity to work at Cal State LA. Working as a student can be beneficial in more ways than one. You earn money to help with educational costs, gain experience for future careers, develop a professional network and discover how your academic learning applies to the world of work.

To ensure that your experience is positive and rewarding, we have created this handbook. The information here will help you understand your rights and responsibilities as a student employee.

### **ELIGIBILITY**

Undergraduate and graduate students who are enrolled at least part time are eligible for University jobs. Once eligible to work, you must maintain the following requirements each semester of employment:

- **Student Assistant jobs:**
  - Minimum GPA**  
Undergraduate and graduate students: 2.0
  - Minimum Units**  
Undergraduate: 6 units  
Graduate students: 4 units
  
- **Federal Work-Study jobs:**
  - Minimum GPA**  
Undergraduate: 2.0  
Graduate: 3.0  
Post-Baccalaureate/Credential: 2.5
  - Minimum Units**  
Undergraduate: 6 units  
Graduate: 4 units

You will be asked to provide a copy of your grades to your supervisor at the beginning and end of the semester.

### **WHAT'S YOUR JOB TYPE?**

There are essentially two types of student jobs: Student Assistant positions funded by University departments and those funded by Federal Work-Study. The type of job you have and how that job is funded will determine important aspects of your job, including how you complete the hiring process, the number of hours you can work and how you log those hours.

#### **Student Assistant (non-financial aid)**

Student Assistant positions are temporary, part-time positions funded by colleges and departments at Cal State LA. Unlike Federal Work-Study, these positions are not funded by the federal government. Here are a few specific Student Assistant positions:

- Student Assistant, Standard – Assist faculty and staff in offices and departments on campus.

- Instructional Student Assistants – Under supervision, 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.
- Bridge Student Assistant – Students continuing employment during academic breaks or during academic terms when the student is enrolled less than a half time.
- Student-Nonresident Alien Tax Status – Designation for International Students and students with Deferred Action for Childhood Arrivals (DACA) work permits.

Please note: Job opportunities are often available outside of the Career Development Center. Individual colleges on campus, as well as auxiliary departments like Associated Students Inc. and the University Student-Union post openings through Human Resources Management.

Certain department-funded, Student Assistant positions secured through the Career Development Center cannot be held simultaneously with other University jobs. For example, Student Assistants may not hold concurrent CSU-classified positions, i.e. staff or faculty.

### **Federal Work-Study**

Federal Work-Study is a financial aid program that funds part-time jobs for undergraduate and graduate students with financial need. To be eligible, students must be part-time or full-time students and receive a work study award as part of their financial aid package.

- Federal Work-Study, On-Campus – Assist faculty and staff in offices and departments on-campus.
- Federal Work-Study, Off-Campus – Hired by contracted Federal Work-Study employers off-campus.

### **COMPLETE THE HIRING PROCESS**

BEFORE you begin working, you must complete hiring paperwork. You will receive several forms that establish your eligibility to work, set up payroll, tax withholdings, etc. When you receive a job offer, reach out to the appropriate office for guidance in completing your hiring paperwork.

### **Student Assistant**

If you have a Student Assistant position, you will make an appointment with the Student Employment Office at the Career Development Center. Arrive at the appointment with:

- Signed Employee Transaction Form (ETF)
- Copy of current class schedule
- Previous term grades
- I-9 documentation

### **Federal Work-Study**

If your position is funded through Federal-Work Study, you will complete your hiring paperwork through the Center for Student Financial Aid.

### **International Students/Students with DACA Work Permits**

International students and students with DACA work permits complete hiring paperwork through Human Resources, as well as the Student Employment Office at the Career Development Center.

In addition to completing hiring paperwork, international student employees must obtain a social security number from the Social Security Administration (SSA). Human Resources will provide a letter that students can take to SSA to receive a social security number.

### **JOB READY**

Supervisors are responsible for preparing students for their jobs by reviewing job duties and responsibilities, ensuring that they take required training and informing them of office and university policies and procedures. To ensure that you are prepared for a job with the University, your supervisor should:

1. Give you a copy of the **Student Employee Handbook**
2. Review the **Student Orientation Checklist** with you
3. Review the **Supervisor's Safety Orientation Checklist** provided by the Environmental Health and Safety Office with you
4. Review the **Appropriate Use Agreement for Student Assistants (ITS-2803)** provided by Information Technology Services
  - Retain a signed copy for the department's records
  - Return the original to the Career Development Center to be kept as part of the student employee's file
  - Please note that this is a mandatory document for all student employees
5. Ensure that you complete the **Family Educational Rights and Privacy Act (FERPA)** training online. FERPA protects the privacy of student records maintained by Cal State LA. As a student employee, you may have access to confidential student records and are obligated to protect the privacy of those records. All student employees are required to take an online FERPA training as a condition of their employment.
6. Ensure that you complete any training that is required for your position

### **HOURS OF EMPLOYMENT: LIMITS AND RESTRICTIONS**

#### **During the semester**

Student employees may work a maximum of 20 hours per week and no more than eight hours per day while school is in session. This applies to both Student Assistant and Federal Work-Study positions.

Students may hold more than one job, as long as the combined hours do not exceed the hourly restrictions.

Students with department-funded **Student Assistant positions only** may work up to 30 hours per week during certain campus emergencies. Supervisors must request approval in advance from the Career Development Center.

### **During winter/summer breaks**

Continuing students can work during winter and summer breaks as long as they are registered for classes the following semester. If supervisors request approval, student work hours can increase during semester breaks (winter/summer):

- 40 hours a week maximum for Student Assistant positions.
- 32 hours a week maximum for Federal Work-Study positions.

### **International students**

During the semester, international students are only eligible for on-campus jobs and may not work more than 20 hours per week and no more than eight hours per day. International students working more than one job, must ensure the combined hours do not exceed this restriction.

International students may work up to 40 hours a week maximum during semester breaks. Supervisors must request the hours in advance.

*Per U.S. Citizenship & Immigration Services regulations, failure to comply with the policy is a violation of the student's visa status that could ultimately result in deportation.*

### **BENEFITS**

Student employees are not eligible for overtime, paid holidays, vacation, sick leave, jury duty, unemployment insurance, medical benefits, or permanent status. You are, however, eligible for worker's compensation.

### **PAYCHECKS**

The University's Payroll Office issues paychecks on the 15<sup>th</sup> of each month, unless the 15<sup>th</sup> falls on a holiday. Your department should distribute paychecks on the day they are issued.

### **BREAKS**

If you work four consecutive hours, you are eligible for a paid 10-minute break.

If you work more than six consecutive hours, you have a mandatory, unpaid 30-minute lunch break.

Students working less than four hours are not eligible for breaks.

Supervisor may decide when breaks are taken. Breaks should not be scheduled at the beginning or end of the work shift. Unused breaks are not cumulative or eligible for pay.

### **ATTENDANCE/ABSENCES**

Students log their hours using the Time and Labor system. A link is available on the [Career Development Center](#) website, along with a [guide](#) for using the system.

Supervisors should provide instructions to employees for reporting absences. If you are absent due to an unforeseen, uncontrollable circumstance, you must report it immediately to your supervisor and or department. Arrange planned absences in advance with your supervisor.

### **SALARY AND PERFORMANCE REVIEWS**

The hiring department will determine your pay rate, based on your position, experience and the pay rates of other student employees doing similar work. You are eligible for a pay increase six months after starting the job.

Supervisors typically consider pay increases during job performance evaluations. A *Student Employee Performance Appraisal* should be done at least once a year. In deciding whether a salary increase is appropriate, supervisors may consider whether the student employee has:

- Shown increased understanding and ability to perform the duties and responsibilities of the position;
- Exhibited cooperation and established good working relationships 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; as well as,
- Length of service; and
- Assignment of additional or higher level responsibilities

Salary increases are not mandatory and are granted at the discretion of the employer.

### **GENERAL EXPECTATIONS AND WORKING CONDITIONS**

**Confidential information:** The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student records maintained by Cal State LA. As a student employee, you may have access to confidential student records and are obligated to protect the privacy of those records. All student employees are required to take an online FERPA training as a condition of their employment.

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

**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. Instructional Student Assistants are eligible for staff parking at a discounted rate.

**Driving:** If you are required to drive a vehicle for work, you must have a valid driver's license and must complete the state-sponsored Defensive Driving Class prior to driving any vehicle on the job.

**Training:** Depending on your role, you may have to take staff training classes offered each semester by the Office of Environmental Health and Safety (EHS). Talk to your supervisor about appropriate training for your position.

### **PROGRESSIVE DISCIPLINARY ACTION**

Student employees will face 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

When a student employee's behavior merits disciplinary measures, supervisors must follow the procedures listed below:

**Verbal warning:** 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.

**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.

**Dismissal:** If the employee's work performance has not improved by the end of the probationary period, the supervisor may terminate the employee.

### **STUDENT EMPLOYEE SEPARATIONS**

When a student employee is discharged or resigns from their position, they must be paid during the timeframe specified below:

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

**Voluntary Resignation:** A student employee who resigns 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.

### **NONDISCRIMINATION POLICY**

California State University, Los Angeles (Cal State LA), is committed to maintaining an inclusive community that values diversity and fosters tolerance and mutual respect. We embrace and encourage our community differences in Age, Disability (physical and mental), Gender (or sex), Gender Identity (including transgender status), Gender Expression, Genetic Information, Marital Status, Medical Condition, Nationality, Race or Ethnicity (including color or ancestry), Religion (or Religious Creed), Sexual Orientation, and Veteran or Military Status, and other characteristics that make our community unique. All individuals have the right to participate fully in Cal State LA programs and activities free from Discrimination, Harassment, and Retaliation. Cal State LA prohibits Harassment of any kind, including Sexual Harassment, as well as Sexual Misconduct, Dating and Domestic Violence, and Stalking. Such misconduct violates University policy and may also violate state or federal law.

All sexual activity between members of the CSU community must be based on Affirmative Consent. Engaging in any sexual activity without first obtaining Affirmative Consent to the specific sexual activity is Sexual Misconduct and constitutes a violation of this policy, whether or not the sexual activity violates any civil or criminal law.

This policy is established in compliance with the California Equity in Higher Education Act, Title IX of the Education Amendments of 1972, the Violence Against Women Reauthorization Act of 2013 (which amends the Jeanne Clery Disclosure of Campus Security and Campus Crimes Statistics Act, commonly known as the Clery Act) (VAWA) under its Campus Sexual Violence Elimination Act provision (Campus

SaVE Act), Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975, among other applicable state and federal laws.

The following persons have been designated to handle inquiries regarding the non-discrimination, anti-harassment and sexual misconduct policies:

Aundreia Cameron  
Title IX Officer and HR Director, Equity and Diversity Policies and Programs  
[hpassan@calstatela.edu](mailto:hpassan@calstatela.edu)  
3-3041

Hannah Passano  
Assistant Investigator/ADA Compliance  
[hpassan@calstatela.edu](mailto:hpassan@calstatela.edu)  
3-3679

Title IX inquiries may also be directed to the U.S. Department for Civil Rights, 50 United Nations Plaza, San Francisco, CA 94102.

### **SEXUAL HARASSMENT**

The Office for Equity, Diversity and Inclusion (OEDI) and Title IX Coordinator advances Cal State LA's commitment to creating a safe and nondiscriminatory educational and working environment, which values diversity and fosters tolerance and mutual respect. As such, the University prohibits discrimination, harassment and related retaliation, sexual misconduct, dating and domestic violence and stalking against students, employees and third parties. The University will take action to prevent and eliminate sexual harassment, as mandated by the Chancellor's Executive Order 1095, 1096 and 1097.

- **Sexual Harassment**, a form of Sex Discrimination, is unwelcome verbal, nonverbal or physical conduct of a sexual nature that includes but is not limited to sexual advances, requests for sexual favors, and any other conduct of a sexual nature where:
  - Submission to, or rejection of, the conduct is explicitly or implicitly used as the basis for any decision affecting a Complainant's academic status or progress, or access to benefits and services, honors, programs, or activities available at or through the University; **or**
  - The conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the Complainant, and is in fact considered by the Complainant, as limiting his or her ability to participate in or benefit from the services, activities or opportunities offered by the University; **or**
  - The conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the Complainant, and is in fact considered by the Complainant, as creating an intimidating, hostile or offensive environment.

Sexual Harassment could include being forced to engage in unwanted sexual contact as a condition of membership in a student organization; being subjected to video exploitation or a campaign of sexually

explicit graffiti; or frequently being exposed to unwanted images of a sexual nature in a classroom that are unrelated to the coursework.

Sexual Harassment also includes acts of verbal, non-verbal or physical aggression, intimidation or hostility based on Gender or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

This policy covers unwelcome conduct of a sexual nature. While romantic, sexual, intimate, personal or social relationships between members of the University community may begin as consensual, they may evolve into situations that lead to Sexual Harassment or Sexual Misconduct, including Dating or Domestic Violence, or Stalking, subject to this policy.

The prohibition against sexual harassment applies to all transactions of University business, whether on or off campus. Employees are responsible for reporting a formal complaint about sexual harassment to OEDI/Title IX Coordinator. Failure to do so may lead to appropriate administrative action.

Specific rules and procedures for reporting complaints of sexual harassment and for pursuing available remedies are available in the following locations: Division of Human Resources Management, OEDI/Title IX Coordinator; Office of the Vice President for Student Life University Counseling Center; and Women's Resource Center.

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.

For additional definitions and University procedures to address related reports and complaints, please see [OEDI EO 1096 rev 10.5.16](http://www.calstatela.edu/sites/default/files/groups/Human%20Resources%20Management/oedi_eo_1096_rev_10.5.16.pdf)  
[http://www.calstatela.edu/sites/default/files/groups/Human%20Resources%20Management/oedi\\_eo\\_1096\\_rev\\_10.5.16.pdf](http://www.calstatela.edu/sites/default/files/groups/Human%20Resources%20Management/oedi_eo_1096_rev_10.5.16.pdf)

**For further information or questions contact the Student Employment Office in the Career Development Center at (323)343-3277.**