

**CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

Career Development Center

**UNIVERSITY EMPLOYER'S GUIDE TO STUDENT EMPLOYMENT**

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## Intro

Student Employment at Cal State LA is important for both for the University and for our students. University jobs give students an opportunity to develop job skills, network and explore career options, while earning income to assist with their educational expenses.

Student employees, in turn, provide valuable part-time assistance to departments and offices across campus. We want the student employment experience to be beneficial for everyone involved. This guidebook can help you through the hiring process and other aspects of student employment.

### **TYPES OF STUDENT EMPLOYMENT**

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 a student has will determine their hiring process and the number of hours they can work, among other factors. Below is a breakdown of student employee positions and the job types that they fall under.

#### **Student Assistant**

Student Assistant jobs are temporary, part-time positions funded by colleges and departments at Cal State LA. Typical sources of funding include: General Fund, Student Success Fees, Grants and Trusts. Here are a few specific Student Assistant jobs:

- 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: Some 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, such as staff or faculty positions.

#### **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. Hiring departments should carefully track work-study awards for individual students since award amounts are capped and may exhaust prior to the end of an academic year.

- 1871 Federal Work-Study, On-Campus – Assist faculty and staff in offices and departments on campus.
- 1872 Federal Work-Study, Off-Campus – Hired by contracted Federal Work-Study employers off-campus.

## **ELIGIBILITY**

Undergraduate and graduate students who are enrolled at least part-time, are eligible for University jobs. Once students are employed, they must maintain the following requirements throughout each semester of their 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

As a supervisor, you are responsible for tracking your student employee's grades. Ask for a print out of their grades at the beginning of the semester and at the end. If they do not meet the requirements listed, please contact the Student Employment Office at the Career Development Center.

## **POSTING A JOB**

If your department has identified the need and funds for a student employee, you should:

1. Complete a [Student Employment Requisition](#) form approved by your department head and fiscal officer, detailing the type of job, duties and responsibilities, among other job-specific requirements.
2. Submit the form to the Student Employment Office at the Career Development Center.
3. Create a job posting on [Handshake](#). If you do not have an employer account, our [Handshake On-Campus Employer Registration](#) guide can help you sign up. For assistance with creating a job posting use our [How to Manage Student Assistant Job Postings](#) as a guide.

The Student Employment Office will review your Student Employment Requisition form and the posting you created on Handshake. Once approved by our office, your job posting will go live on Handshake where students can view it and apply.

## **COMPLETE THE HIRING PROCESS**

Once a student accepts your job offer and BEFORE they begin work, they must complete hiring paperwork. Students receive several forms that establish their eligibility to work and set up payroll, tax withholdings, etc. If your department will require the student employee to access or be exposed to [confidential data](#), a [live scan](#) will be required prior to their hire.

The hiring department must provide the student with an Employee Transaction Form (ETF). This starts the hiring process. When they have completed their hiring paperwork, students will receive an Authorization to Begin Work form. Please be certain you receive this form before your student employee begins work.

Depending on the type of job your student employee has, the remainder of their paperwork will be provided by different offices.

### **Student Assistant**

If your student employee has a department-funded Student Assistant position, they will make an appointment with the Student Employment Office at the Career Development Center.

### **Federal Work-Study**

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

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

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

### **JOB READY**

Supervisors are responsible for preparing students for their jobs by orienting them with their job duties and responsibilities, and informing them of office and university policies and procedures. To ensure your student employee is ready for a University job:

1. Give them a copy of the **Student Employee Handbook**
2. Review the **Student Orientation Checklist** with them
3. Review the **Supervisor's Safety Orientation Checklist** provided by the Environmental Health and Safety Office with the student employee.
4. Review the **Appropriate Use Agreement for Student Assistants (ITS-2803)** provided by Information Technology Services
  - Retain a signed copy for your records
  - Return the original 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 employee*
5. Ensure they complete the **Family Educational Rights and Privacy Act (FERPA)** online training
6. Ensure they complete any training that is required for their position

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.

### **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 in ***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 may 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.*

#### **SALARY POLICY**

Students should receive wages that are comparable to the tasks they perform, regardless of their classification as Student Assistant or Federal Work-Study employees.

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.

#### **SALARY INCREASES AND PERFORMANCE REVIEWS**

Supervisors typically consider pay increases during job performance evaluations. A *Student Employee Performance Appraisal* should be done at least once a year, but can be conducted six months after the employee's start date. 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.

## **BENEFITS**

Student employees are not eligible for overtime, paid holidays, vacation, sick leave, jury duty, unemployment insurance, medical benefits, or permanent status. Students 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**

Students who work four consecutive hours, are eligible for a paid 10-minute break. Those who work more than six consecutive hours, 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. Each department should maintain a schedule and track student hours as a check and balance for the approving time online using the Time and Labor system.

Supervisors should provide instructions to employees for reporting absences. Student employees must immediately report absences due to unforeseen, uncontrollable circumstances. Planned absences are typically arranged in advance.

## **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. Student employees who 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.

## **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.