UNIVERSITY EMPLOYER ORIENTATION

Student Employment Program
Student Employment Classifications

CSU classifications processed by the Student Employment Office/Career Development Center:

- **Student Assistant (1870)**
  - Enrolled, at minimum, as a half-time student (Undergrad: 6 units/Grad: 4 units) during academic term or summer break
  - May be used when not enrolled during winter break
  - May work up to, but not in excess of 20 hours per week during term

- **Student Assistant – Noncitizen Tax Status (1868)**
  - International students & students with a work permit
  - Enrolled as a full-time student in current academic term
  - May work up to, but not in excess of 20 hours per week during term

- **Bridge Student Assistant (1874)** – Contributes to taxes and retirement
  - Works & is not enrolled in summer break
  - Works during academic term & is enrolled less than half-time
  - Graduated in prior term & works during following term or break

- **Instructional Student Assistant (1150)** processed in coordination with Human Resources
Student Employment Classifications (continued)

CSU classifications processed by Financial Aid:

- Student Trainee, On-Campus Work Study (1871)
- Student Trainee, Off-Campus Work Study (1872)

CSU classifications processed by Human Resources:

- Graduate Assistants (2355, 2325, 2326)
- Teaching Assistants (2354, 2353, 2324, 2309)

NOTE:
Student employees are temporary, part-time, at-will, state employees. Recruitment and supervision must adhere to the U.S. Equal Employment Opportunity Fair Employment Practices, California Department of Fair Employment and Housing, and Cal State LA Nondiscrimination and Non-harassment Policies.
Student Assistant Employment Eligibility

Student employment opportunities are available to undergraduate and graduate students who are enrolled at least part-time. To be eligible, students must meet the following minimum GPA and unit requirements:

**Students with Federal Work-Study:**
- Undergraduate: 2.0 GPA/6 units
- Graduate: 3.0 GPA/4 units Post-Baccalaureate/Credential: 2.5 GPA

**Students without Federal Work-Study:**
- Undergraduate: 2.0 GPA/6 units
- Graduate students: 2.0 GPA/4 units
Overview of the Student Employment Program

- **Recruiting applicants** – Job requisition & job posting
- **Selecting applicants** – Student employment application, interviewing, & offering the job
- **Hiring student employees** – ETF & enrollment verification before starting work, I-9 supporting documents & other hiring documents
- **Onboarding new student employees** – Orientation checklist
- **Supervising the student employee** – Maintaining eligibility, hours of employment, general expectations & working conditions, benefits, attendance/absence, paychecks, performance reviews, salary increases, progressive disciplinary action, & student employment separations
- **Annual deadlines**
Recruiting Applicants

1. **Determine the job duties & salary**
   - Clearly define the job duties considering the CSU classification standards.
   - Student wages should be comparable to the tasks performed, regardless of classification.
   - Student wages should correspond to the pay rates of other student employees doing similar work.

2. **Submit Student Employment Job Requisition to the Student Employment Office**
   - If you have already submitted a job requisition for the current position & you are not making changes, you do not need to resubmit.

3. **Post the position online using Cal State LA Handshake** on the Career Center website
   - To create an account, you must contact the Student Employment Office.
   - When posting, you must select “On Campus Student Employment” & enter the URL to the Student Employment Application in the “Required documents.”

4. **You will receive an email from Handshake when your job posting has been approved.**
   - Student Employment Office approves 1870, 1868, 1874, & 1150
   - Financial Aid approves 1871 & 1872
Selecting Applicants

1. **Filter & review applications in Handshake**
   - Applicants must submit a completed Student Employment Application in Handshake.
   - Handshake allows you to filter applicants by those whose profile meets your job “preferences.”

2. **Conduct interviews & complete interview record form**
   - You must complete the interview record form for all interviewees & submit this to the Student Employment Office and/or Financial Aid, depending upon the position classification.

3. **Verify that the selected applicant is eligible for employment**

4. **Inform students of their application status in Handshake by selecting, “Pending,” “Declined,” or “Hired”**
   - Students marked “Hired” will NOT receive an email that they were selected for the job; you will need to contact them directly with hiring instructions.
   - Students marked “Declined” will also not receive an email, but will be able to check their status on Handshake. We always recommend emailing declined applicants to thank them for their interest and participation.
Hiring Student Employees

Before a student can begin work,

1. **You must send the student to the Student Employment Office and/or Financial Aid Office**, depending upon the position classification, **with the following documents:**
   - **Completed & signed ETF**
     - You must enter the student’s prior term GPA and number of enrolled units at time of employment in the ETF remarks.
   - **I-9 supporting documents** (e.g., original Social Security card, U.S. passport, or picture ID)
     - For international students & students with a work permit, the International Office will complete the I-9
     - International students must also bring a receipt of Social Security card issuance.
   - **Offer letter** for Instructional Student Assistants
   - **Live scan** for positions requiring the student employee access/exposure to confidential data

2. **You will receive, from the student, an authorization to begin work once hired.**
Onboarding New Student Employees

- **Activate student employee portal & e-mail account** – accessible online at id.calstatela.edu

- **Complete mandatory trainings & tests**
  - Family Educational Rights and Privacy Act (FERPA) – accessible online from the ITS webpage
  - Campus Security Authority – accessible online from the Department of Public Safety webpage
  - “Think About It” – accessible online at calstatela.edu/thinkaboutit

- **Complete mandatory agreements**
  - ITS Appropriate Use Agreement for Student Assistants
    - Print the student employee’s name & CIN on the form; complete & sign; & submit to the Student Employment Office and/or Financial Aid, depending upon position classification.

- **Complete safety checklists**
  - Employee Health & Safety Supervisor Orientation Checklist (General) or (Laboratories)
    - Print the student employee’s name & CIN on the form; complete & sign; & submit to the Student Employment Office and/or Financial Aid, depending upon position classification.

- **Review Student Employee Handbook**
Supervising Student Employees

- **Maintaining eligibility**
  - You must verify enrollment and GPA each term that the student is employed to ensure eligibility.

- **Hours of employment**
  - Students may hold more than one on-campus job, as long as the combined hours do not exceed the classification hour restriction.
    - During terms – no more than 20 hours per week
    - During breaks – no more than 40 hours per week
  - Student employees are NOT eligible for overtime – no more than 8 hours per day
  - Breaks – should not be scheduled at the beginning or end of the work shift.
    - Must have a 10-minute, paid break if working over 4 consecutive hours
      - Instructional Student Assistants are authorized to take a paid 15-minute break
    - Must have a 30-minute, unpaid lunch break if working over 6 consecutive hours
    - Students working less than 4 consecutive hours are not eligible for breaks.
Supervising Student Employees (continued)

- **General expectations & working conditions**
  - Protect to privacy of student records maintained by Cal State LA according to FERPA.
  - University equipment should be used only for official University business.
  - Student employees driving a vehicle for work, must have a valid driver’s license & complete the state-sponsored Defensive Driving Class prior to driving any vehicle on the job.
  - Student employees are NOT eligible to park in faculty/staff spaces.
    - Instructional Student Assistants are eligible for staff parking at a discounted rate.

- **Benefits**
  - Students are eligible for worker’s compensation.
  - Student employees are NOT eligible for overtime, paid holidays, vacation, sick leave, jury duty, unemployment insurance, medical benefits, or permanent status.
Supervising Student Employees (cont.)

- **Attendance/Absences**
  - Each department maintains a schedule & tracks student hours for approving time online using the Time and Labor system.

- **Paychecks**
  - The University's Payroll Office issues paychecks on the 15\textsuperscript{th} of each month, unless the 15\textsuperscript{th} falls on a holiday.
  - Department should distributes paychecks on the day they are issued.

- **Performance Reviews**
  - Complete at least once a year using the Student Employee Performance Appraisal form
  - Submit to the Student Employment Office and/or Financial Aid, depending upon position classification
Supervising Student Employees (cont’d.)

- **Salary increases**
  - Granted at the discretion of the employer; not mandatory
  - Consider increased abilities to perform job, good working relationships, responsibility (e.g., punctuality, dependability), length of service, and/or assignment of additional or higher level responsibilities
  - Submit ETF & Performance Appraisal form to the Student Employment Office and/or Financial Aid, depending upon position classification

- **Progressive disciplinary action**
  - When a student employee’s behavior merits disciplinary measures, supervisors must follow the procedures specified in the Supervisor’s Guide to Student Employment.

- **Student employment separations**
  - Any time a student is no longer employed under the position classification, a completed & signed Student Employee Separation form & Performance Appraisal form must be submitted.
  - When a student employee is discharged or resigns, they must be paid during the timeframe specified in the Supervisor’s Guide to Student Employment.
Annual Deadlines

To avoid delays in processing, please submit well before the deadline.

**Deadline: April 1**
Submit ETF for Bridge Student Assistant (1874) continued employment in summer break
- Required for students who will not be enrolled in summer
- Required for students who will be enrolled less than half time (6 units) in summer
- Required for students who graduated in the spring term and will continue employment until the end of summer (must be separated prior to the first day of fall term)

**Deadline: June 1**
Submit ETF for Student Assistant (1870, 1868) continued employment in summer
- Required for 1870/1868 employment prior to the end of the fiscal year
- Required for students who are enrolled more than half time in summer
- Employment start date will be the first day of fiscal year

Submit ETF for Student Assistant (1870, 1868) continued employment in fall term
- Required for Bridge Student Assistants
- Required for students not working in summer
- Employment start date will be the first day of the academic year

**Deadline: December 1**
Submit ETF for Student Assistant (1870, 1868) continued employment in winter break
- Required for students with Federal Work-Study employed in the fall term
- Submit ETF for Bridge Student Assistant (1874)
- Required for students who graduated in the fall term and will continue employment until the end of the spring term (must be separated prior to the first day of summer break)
Federal Work-Study
FEDERAL WORK-STUDY: STUDENT EMPLOYMENT ELIGIBILITY

- Eligibility Criteria
  - FAFSA application completed by 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: 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

- FWS awards will be offered to eligible students.

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

- 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).

• 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:

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

Extension 3-3527
http://www.calstatela.edu/univ/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: 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 General

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

California State University, Los Angeles

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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.

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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.