



Administrative Procedure

Number:	804
Effective	9/30/85
Supercedes:	
Page:	1 of

Subject: STUDENT EMPLOYMENT

1.0. PURPOSE:

To establish the policies and procedures for the recruitment, selection, and employment of student assistants and college work-study student employees.

2.0. ORGANIZATIONS AFFECTED:

- 2.1. All organizational units of the University, excluding Auxiliary organizations.
- 2.2. Off-campus employers of College Work-Study students.

3.0. REFERENCES:

- 3.1. Office of the Chancellor memoranda:
 - 3.1.1. FSA 81-13, Subject: Use of Student Assistant Classes.
 - 3.1.2. FSA/PCOS 6110, 81-01, Subject: Classification and Minimum Qualifications Technical Letter.
- 3.2. Office of the Chancellor Executive Order Number 148, Subject: Student Disciplinary Procedures of the California State University and Colleges.
- 3.3. Cal State L.A. Statement of Student Rights And Responsibilities, Section 3 (b), Subject: University access to Records and Information.
- 3.4. Memorandum from President Greenlee, June 16, 1977, Subject: Grievance Procedures for Student Assistants, Graduate Assistants, and Work-Study Student Assistants.
- 3.5. Cal State L.A. Administrative Procedures, Subject: College Work-Study Program and Student Records Administration.
- 3.6. Attendance Clerk Manual, California State University, Los Angeles, published by the Division of Financial Management and Services.

Approved:

Date:

3.7. Federal Student Financial Aid Handbook.

3.8. PIMS Manual, Sections 5.3. and 5.4.9.

4.0. POLICY:

4.1. The student employment program serves both students and the University by providing job experience in support of the student's academic program and augmenting the campus work force.

The University classifies student positions within a four-level system to allow uniform pay according to the duties and requirements of the positions. The Center for Careers and Employment publishes current salary rates and assists departments in placing student employees at the correct job level.

4.2. The California State University policy on student employment limits the number of hours (generally twenty hours per week when classes are in session) a student employee is allowed to work. Supervisors are responsible for ensuring that the student does not work in excess of policy limits or College Work-Study award amounts.

4.3. To be employed by the University, a student must be enrolled. When approved by the Director for Careers and Employment, or designee, a student who is formally admitted may be employed one (1) quarter prior to the quarter the student is enrolled. A student may also work during interim periods of non-enrollment provided that the period does not exceed two (2) consecutive quarters immediately following a quarter in which the student was enrolled.

4.4. Student employees are required to attend an orientation session to introduce them to employment at the University. Orientation sessions are conducted by the Center at least once each quarter. The Center for Careers and Employment will indicate on the appointing document the scheduled date of the orientation. The scheduled dates, session times and locations will be published in the Career Placement Guide. Supervisors will approve the time spent in orientation (typically one hour) as hours worked on the Student Time Voucher.

4.5. Student employees should receive frequent, informal supervisory feedback on how they are performing on the job as well as formal performance evaluations as determined by the supervisor (Appendix 8.7.). The Center for Careers and Employment should be informed when the student employee fails to meet minimal supervisory expectation.

5.0. DEFINITIONS:

- 5.1. Applicant--A currently enrolled Cal State L.A. student who has submitted a Student Employment Application for a student job to the Center for Careers and Employment. Applications must be received in the Center for Careers and Employment and entered in the application log to be valid.
- 5.2. Attendance Report (CD048)--State Controller's Office Payroll Document for reporting hours worked.
- 5.3. Candidate--An applicant whose application has been screened for eligibility and qualifications.
- 5.4. College Work-Study--Part-time student employment program authorized by Title IV-C of the Higher Education Act. U.S. citizens and eligible non-citizens who are awarded College Work-Study as a part of their financial aid package and are enrolled at least half-time may participate. A percentage of the student's earnings is paid by the federal government. The maximum amount a student can earn under this program is determined by the Center for Student Financial Services.

Normally, College Work-Study students are not allowed to work in excess of twenty hours (20) a week or the award limit, whichever is less, when classes are in session. However, during quarter breaks and vacation periods College Work-Study students may work additional hours when approved in advance by the Center for Student Financial Services. Approval will be based on a comparison of budgeted salary dollars for the program against actual and projected salary dollars paid.
- 5.5. Exit Interview--An evaluation meeting requested by a student employee or supervisor, and conducted by a Career Center counselor to review performance and reasons for separation.
- 5.6. Foreign Student Office Authorization Letter--A document issued by the Foreign Student Office authorizing Visa students to accept employment on campus.
- 5.7. Interview Record--Record of interviews conducted for a particular open position.
- 5.8. Job Card--Notice of a student employment vacancy posted on display boards in the Center for Careers and Employment. When appropriate, notices are forwarded to other departments. Students who indicate an interest in working on campus should be encouraged to visit the Center and review the job cards on display.

- 5.9. Non-Citizens/Minors--Otherwise eligible students meeting this criteria may be employed as student assistants but are subject to Federal and State Fair Labor Standards. The Center for Careers and Employment is responsible for coordinating with the Foreign Student Office in employing non-citizens.
- 5.9.1. An authorization letter will be requested from the Foreign Student Office by the Center for Careers and Employment for non-citizens.
- 5.9.2. A work permit will be prepared and filed in the student's official personnel file by the Center for Careers and Employment for minor students who do not possess a high school diploma or a California High School Proficiency Examination Certificate.
- 5.10. Sensitive Area--An area on campus where personal or confidential information is maintained and accessed, or where security is a concern. Units which might employ students in a sensitive area include:
- The Center for Health and Personal Services
The Center for Student Financial Services
The President's Office
University Cashiers Office
Admissions and Records
- 5.11. Step Increases and Merit Salary Adjustments--Increasing a student's pay rate is the responsibility of the immediate supervisor. Increases in pay are normally based on assignment of additional responsibilities and/or length of continuous service. Supervisors should consult with the Center for Careers and Employment if there are questions about the student's rate of pay. Changes in pay are submitted on the Student Employment Action form.
- 5.12. Student Employment Action--A form notifying the Center for Careers and Employment of a supervisor's intent to hire a specific candidate, change a position number, salary class or step.
- 5.13. Student Employment Application--Application document submitted by a student seeking employment.
- 5.14. Student Employment Evaluation--Record of the supervisor's assessment of a student employee's job performance.
- 5.15. Student Employment Requisition--Document identifying a job opening for a student employee. This form initiates recruitment action.

- 5.16. Student Employment Termination Notice--Notification of intent to terminate the employment of a student employee.
- 5.17. Student Payroll Action Request (SPAR)--A State Controller's Office form used to initiate or revise the Student Alpha Roster (SAR) data base record. The SPAR contains W-4 information.

6.0. RESPONSIBILITIES:

6.1. Supervisors will:

- 6.1.1. Submit a Student Employment Requisition form to the Center for Careers and Employment specifying the type of position that is available. Should the position require the student to work frequently with personal or confidential records or significant amounts of cash, this information should be included on the requisition form.
- 6.1.2. Contact candidates referred by the Center for Careers and Employment and conduct job interviews.
- 6.1.3. Be sensitive to the University's affirmative action policy in student employee hiring practices.
- 6.1.4. Refer the successful student employee candidate to the Center for Careers and Employment for processing.
- 6.1.5. Submit budget transfer forms for the 20% matching funds for College Work-Study positions.
- 6.1.6. Monitor the hours worked ensuring that the student does not exceed the allowable hours and submit attendance reports to the University Payroll Office on a timely basis.
- 6.1.7. Provide informal feedback on job performance and conduct formal written performance evaluations.
- 6.1.8. Attend scheduled on-campus Student Employment Supervisory Orientation sessions.
- 6.1.9. Informally resolve misunderstandings concerning student job assignments whenever possible.
- 6.1.10. Notify the Center for Careers and Employment when a student terminates in a position.

6.1.11. Notify the Center for Careers and Employment and Center for Student Financial Services when a student terminates a College Work-Study position.

6.2. The Director for the Center for Careers and Employment, or designee, will:

6.2.1. Assist employers, upon request, in determining if a position is appropriately designated as being sensitive.

6.2.2. Ensure that any position advertising indicates that the position is in a sensitive area and request that the finalists complete and sign a release to examine University discipline and police records.

6.2.3. Request University Police to review records as authorized by a release signed by the finalist.

6.2.4. Request the Coordinator of Student Discipline to review disciplinary records in which the student admitted guilt or was found guilty of campus rules as authorized by a release signed by the finalist.

6.2.5. Evaluate the job relatedness of the student finalist's discipline, arrest, or previous conviction record.

6.2.6. When it is determined that the information is job related and represents a possible liability to a University designated sensitive area, inform the finalist that such a record exists and that the hiring department will be informed.

6.2.7. Inform the hiring supervisor only that a University Police or discipline record exists on the named finalist.

6.3. The Center for Careers and Employment will:

6.3.1. Plan, coordinate, monitor, and evaluate the student employment program.

6.3.2. Establish a pay plan for student assistants and College Work-Study employees within guidelines provided by the Office of the Chancellor (CSU Salary Schedule) and notify the campus of the pay rates.

6.3.3. Process Student Employee Requisitions.

- 6.3.4. Review and approve or deny supervisors' requests to allow student assistants to work additional hours during vacations or breaks.
- 6.3.5. Conduct outreach services and coordinate advertising and other supplemental recruitment actions.
- 6.3.6. Provide job information and make referrals to counseling staff for in-depth job counseling.
- 6.3.7. Screen applicants for minimum and specialized job qualifications and forward applications to supervisors.
- 6.3.8. Notify unsuccessful interviewees of the outcome.
- 6.3.9. Maintain official personnel files for all active student employees.
- 6.3.10. Respond to inquiries requesting verification of student employment.
- 6.3.11. Provide career-related advisement.
- 6.3.12. Locate eligible off-campus agencies to participate as College Work-Study employers and develop contracts.
- 6.3.13. Conduct student employment and supervisory orientation sessions each quarter.
- 6.3.14. Serve as a liaison in employee/employer relations.
- 6.4. The Center for Student Financial Services will:
 - 6.4.1. Determine eligibility of students to participate in the College Work-Study program.
 - 6.4.2. Determine the award amount for the College Work-Study employee and notify the supervisor or off-campus employer, the student, and the Payroll Office when a student is within one hundred (100) hours of earning the full College Work-Study award.
 - 6.4.3. Provide off-campus continuing Work-Study commitments to the University Accounting Office.
 - 6.4.4. Monitor the expenditure of College Work-Study funds during the fiscal year as impacted by the following: student earnings; salary rate increases; and decrease in award amount.

- 6.4.5. Review and approve or deny requests to allow College Work-Study students to work additional hours during vacations or breaks.
- 6.4.6. Promptly notify the supervisor or off-campus employer, the student and the Payroll Office when there is a change in an award.
- 6.5. The Office of Human Resource Management will:
 - 6.5.1. Process student employee claims for Worker's Compensation and Unemployment Insurance.
 - 6.5.2. Upon request from the Center for Careers and Employment, provide for fingerprinting of selected student employees.
- 6.6. The University Payroll Office will:
 - 6.6.1. Distribute attendance reports and process payroll documents.
 - 6.6.2. Forward a copy of the final time vouchers and attendance reports for College Work-Study students to the Center for Student Financial Services.
 - 6.6.3. Monitor student assistant hours for compliance with The CSU Policy and notify the Center for Careers and Employment when hours actually worked exceed the allowed limit.
 - 6.6.4. Review revisions to hourly rate schedules prepared by the Center for Careers and Employment for accuracy and compliance with applicable data entry procedures.
- 6.7. The University Accounting Office will distribute pay warrants.
- 6.8. University Police and the Coordinator of Student Discipline will:
 - 6.8.1. Disclose to the Director of the Center For Careers and Employment, or designee, upon request and waiver signed by the student, any timely information regarding the student's arrest, conviction, or discipline records.
 - 6.8.2. Maintain a Disclosure Log listing all persons, agencies, or organizations requesting or receiving information from the record.

7.0. PROCEDURES:

7.1. Requisitions

7.1.1. Supervisors intending to hire student employees will submit the Student Employment Requisition form with the appropriate fiscal officer's signature to the Center for Careers and Employment at least two weeks before the desired date of employment. Unless completed previously, the employing department must forward a Budget Transfer form for all College Work-Study positions to the University Budget Office authorizing the transfer of the 20% matching funds and identifying the account from which the matching funds will be transferred.

7.1.2. The Center for Careers and Employment will:

- a. Review the Student Employment Requisition for accuracy.
- b. Post the job on the Job Referral display boards within the Center.
- c. In consultation with the supervisor, initiate newspaper advertisements or take other recruitment actions.
- d. Conduct a file search for qualified student job applicants and mail flyers to eligible students and/or make telephone contact.

7.1.3. The job will remain posted until filled or until the employer cancels the requisition.

7.2. Applications--Students will submit the Student Employment Application to the Center for Careers and Employment. Applications will be accepted even if no specific job exists and will remain active for one quarter unless an extension is requested by the student.

7.3. Referral--The Center for Careers and Employment will forward to the supervisor, within five (5) working days, a package containing the prescreened applications, Interview Record form, and Student Employee Action form. Student Employment Applications received after this time will be batched and forwarded to the employing unit during the same week (or on the first working day following a Friday) they are received.

Supervisors wishing to screen all applications may do so by arrangement with the Center in advance.

7.4. Selection

- 7.4.1. The supervisor will contact the candidates, conduct interviews and record the outcome of each interview on the Interview Record.
- 7.4.2. The supervisor will transmit the applications with completed Interview Record designating the successful candidate to the Center for Careers and Employment. If no candidate is selected, the reasons will be noted on the Interview Record. The supervisor will request renewal or closing of the job order.
- 7.4.3. The supervisor will complete the Student Employee Action Form for the successful candidate and give the form to the candidate with instructions to go to the Center for Careers and Employment for processing.

7.5. Appointment

- 7.5.1. The student will complete and sign the Student Payroll Action Request (SPAR) in the Center for Careers and Employment.
- 7.5.2. The Center for Careers and Employment will verify the student's Social Security number, complete the Authorization to Begin Work (Appendix 8.10), and schedule the student for a student employment orientation.
- 7.5.3. Upon receipt of the Authorization to Begin Work approved by the employing department, the Center for Careers and Employment will notify unsuccessful interviewees that the position has been filled.

7.6. Timekeeping and Attendance Procedures

- 7.6.1. The department (or off-campus employer for College Work-Study) will:
 - a. Submit the completed Student Employee Action Form to the Center for Careers and Employment on the day the student reports to work.
 - b. Record hours worked during the student's pay period on the Student Time Voucher (Appendix 8.5.).

- c. Attach the completed Student Time Voucher to the Department Attendance Report (Form CD048). The Department Attendance Report will also require the entry of total hours worked.
- d. Submit both the Student Time Voucher and Department Attendance Report to the Payroll Office by the due date shown in the Attendance Manual to assure prompt payment to the student.
- e. Request any exception from the maximum number of hours stating the reasons for the exemption in a memorandum to the Center for Student Financial Services. Requests which exceed CSU Policy or College Work-Study award amounts will not be approved.

7.7. Separation/Termination--When a student employee separates, the supervisor will line through the student employee's name on the preprinted Form CD048.

7.7.1. A student employee who is involuntarily terminated because of depletion of funds (For College Work-Study this is done via the Awards Limits Notification shown in Appendix 8.6.), changing needs of the University, or unsatisfactory performance should be notified prior to the last working day by the immediate supervisor.

7.7.2. The Center for Careers and Employment may conduct an exit interview upon request of the student or supervisor, and will report findings to the employee, the supervisor, and the Associate Director for Employment within three (3) working days.

7.7.3. Student employees may use the Grievance Procedure. Copies of the procedure are available in the Center for Careers and Employment.

8.0. APPENDICES:

- 8.1. Student Employment Requisition.
- 8.2. Student Employment Application.
- 8.3. Student Employee Action.
- 8.4. Attendance Report (CD048).
- 8.5. Student Time Voucher.

- 8.6. College Work-Study Award Limits Notification .
- 8.7. Student Employee Performance Appraisal .
- 8.8. Hourly rates and level descriptions.
- 8.9. Interview Record.
- 8.10. Authorization to Begin Work.
- 8.11. Student Employee Separation.