

UNIVERSITY EMPLOYER ORIENTATION

Student Employment Program



Presented by

Career Development Center

Financial Aid

Human Resources – Payroll

EH&S – Risk Management

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. If your position requires access or exposure to confidential data, **Live Scan fingerprinting and clearance** is required before hiring.
2. **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**
 - **I-9 supporting documents** (e.g., original Social Security card and picture ID, or U.S. passport)
 - For international students & students with a work permit, Human Resources will complete the I-9
 - International students must also bring a receipt of Social Security card issuance.
 - **Offer letter** for Instructional Student Assistants
3. **You will receive, from the student, an authorization to begin work once hired.**

Onboarding New Student Employees

- **Give them a copy of the Student Employee Handbook and review it with them**
- **Complete the Student Orientation Checklist**
- **Complete mandatory trainings**
 - Family Educational Rights and Privacy Act (FERPA) – accessible online from the ITS webpage
- **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.
- **Activate student employee portal & e-mail account** – accessible online at id.calstatela.edu
- **Complete trainings & tests**
 - Campus Security Authority – accessible online from the Department of Public Safety webpage
 - Training required for your position

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 15th of each month, unless the 15th 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 for Continuing Employment (1/3)

A new student employee can be hired at any time. However, certain deadlines apply when you plan to have a student continue their employment through breaks or additional academic terms.

To avoid delays in processing, please submit ETFs and other applicable paperwork well before the following deadlines:

Deadline: April 1 **Employment Term: Summer Session**

For student employees who will continue working during the summer session, submit ETF to transition their classification to Bridge Student Assistant (1874). Required for:

- Students who will not enroll in summer courses
- Students who will be enrolled less than half time (6 units) in summer
- 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)
- Students currently classified as 1870 or 1871

Deadline: May 1 **Employment Term: New Hires for Summer**

If you plan to hire a student to work in the summer, they must be hired in the spring before the end of the fiscal year. Submit:

- ETF for Student Assistant (1870 or 1150); and
- ETF for Bridget Student Assistant (1874); and
- Offer letter for 1150 classification; and
- Live Scan Clearance (if position requires Live Scan)

Annual Deadlines for Continuing Employment (2/3)

Deadline: June 1 Employment Term: Rehire for Fall

If you plan on rehiring a student employee for the fall term, submit:

- ETF to transition to Student Assistant 1870, 1868 or 1150
- Performance Appraisal
- ITS Appropriate Use Agreement for Student Assistants
- FERPA (every 2 years)
- Student Employment Requisition (if job description has been modified)
- Offer letter (for 1150 classification)

1868 and 1150

- The employment cycle for student assistants classified as 1868 or 1150 ends on June 30. Please submit the above rehire documents if you plan on rehiring them for the new fiscal year

1870

- Please submit the above rehire documents if you plan on rehiring for the fall term a student who worked during the summer as an 1874 or who worked for you in the spring as an 1870.

Annual Deadlines for Continuing Employment (3/3)

Deadline: December 1 Employment Term: Winter Break

For students with Federal Work-Study (FWS), submit ETF to transition them to Student Assistant (1870 classification)

OR

Submit ETF to change status to Bridge Student Assistant (1874). Required for:

- Student without Federal Work-Study (FWS)
- Students with or without FWS who graduated in the fall and will continue employment until the end of the spring term (must be separated prior to the first day of summer session)

NOTE: Recommended effective employment dates for each employment term is regularly updated on the Career Development Center Campus Jobs webpage under Deadlines for Student Employees Continuing Employment.

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



CAL STATE LA

RISK MANAGEMENT / ENVIRONMENTAL, HEALTH & SAFETY

EH&S – Risk Management Orientation Presented By:

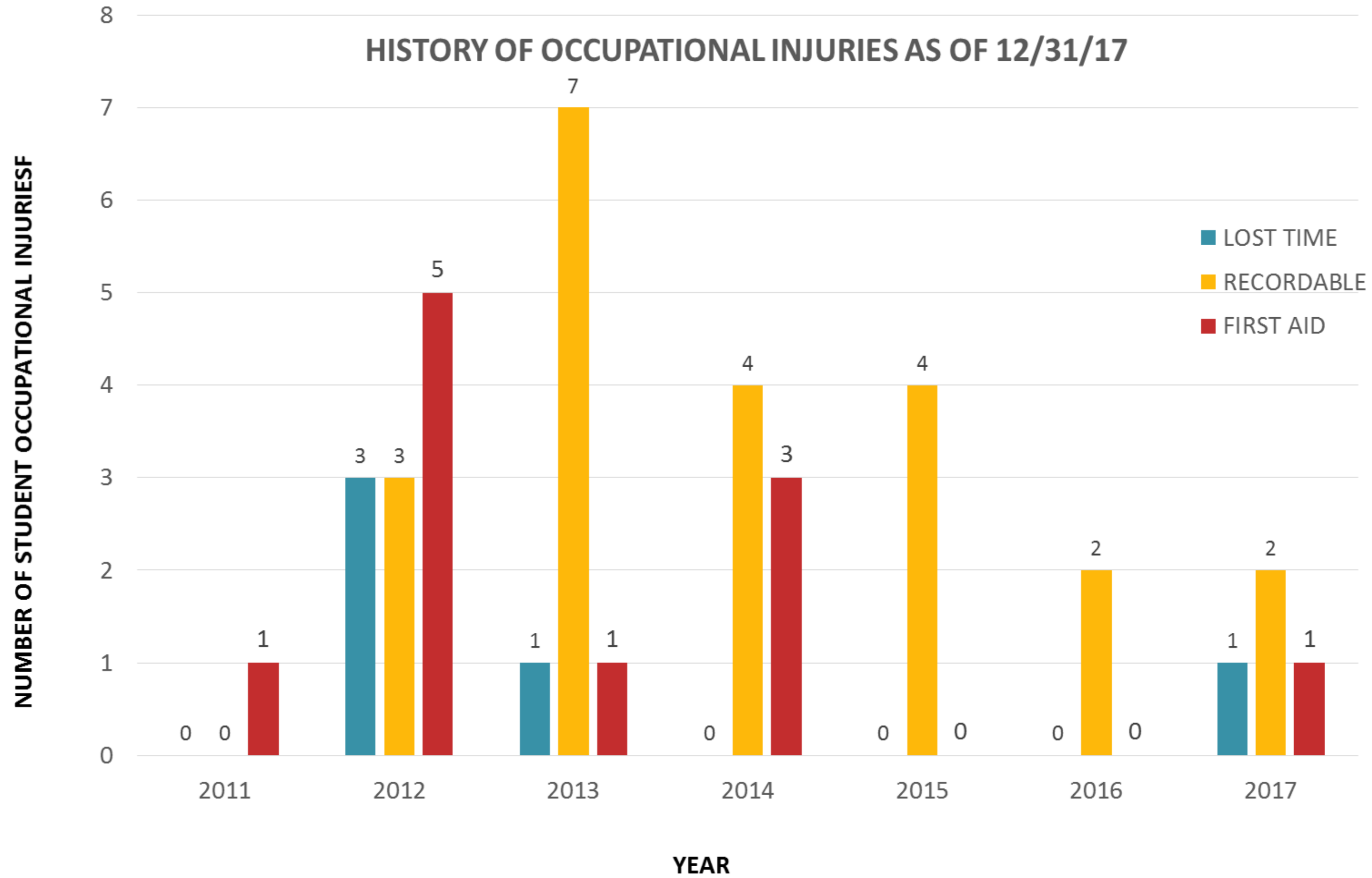
Risk Management & EHS Office

Located in Corporation Yard Room 244

Extension 3-3527

<http://www.calstatela.edu/univ/ehs/>

History of Occupational Injuries as of 12/31/17



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)

RISK MANAGEMENT & ENVIRONMENTAL HEALTH AND SAFETY (EHS) (CONT.)

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 FOR GENERAL USE

Supervisor's Safety Orientation Checklist General Risk Management and Environmental, Health & Safety California State University, Los Angeles	
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.	DATE: EMPLOYEE NAME (PRINT):
Check when discussed <i>(Line through if not applicable)</i>	
Employees shall be informed of all applicable requirements of this checklist: 1. Work Area Safety Orientation <ul style="list-style-type: none"> <input type="checkbox"/> How to report an unsafe condition. <input type="checkbox"/> Location of University Hazard Report Form. <ul style="list-style-type: none"> <input type="checkbox"/> http://www.calstatela.edu/ehs/hazard-incident-report <input type="checkbox"/> Location/access to Safety Data Sheets (SDSs) for hazardous substances. <ul style="list-style-type: none"> <input type="checkbox"/> http://jr.chemwatch.net/chemwatch.web/dashboard <input type="checkbox"/> Location of Injury/Illness prevention Program: <ul style="list-style-type: none"> <input type="checkbox"/> http://www.calstatela.edu/ehs/occupational-safety <input type="checkbox"/> Location & identity of hazardous materials. <input type="checkbox"/> Presence of physical or chemical hazards in the work area, specific to their job function. <input type="checkbox"/> Appropriate and safe work practices for the job. <input type="checkbox"/> Labeling, signs, warning placards or other communication methods for identifying hazards in the workplace. <input type="checkbox"/> Off-hour emergency contacts/protocols. <input type="checkbox"/> 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) <ul style="list-style-type: none"> <input type="checkbox"/> Location, selection and use of Personal Protective Equipment for the work assignment/task/job function. 3. Emergency Procedures <ul style="list-style-type: none"> <input type="checkbox"/> Identification of emergency preparedness procedures including primary/secondary evacuation routes, exterior assembly areas and location of all area emergency equipment. <input type="checkbox"/> Location of continuous monitoring devices or alarms. <input type="checkbox"/> Contact information to report an emergency. <input type="checkbox"/> Review of University emergency action plan at: http://www.calstatela.edu/police/campus-emergency-plan <input type="checkbox"/> Emergency shutdown procedures for equipment. 4. Communication <ul style="list-style-type: none"> <input type="checkbox"/> Location of employee safety board (HRM Lobby).
<p style="text-align: center;">We agree that the checked items have been discussed. This form will be used to establish a basis for probationary appraisals.</p>	
EMPLOYEE'S SIGNATURE	DEPARTMENT DATE
DEAN / CHAIR / SUPERVISOR'S SIGNATURE	DATE
RM/EHS- (2/15) WE ARE AN EQUAL OPPORTUNITY / DISABLED / TITLE IX EMPLOYER	

NATIONAL STUDENT EMPLOYEE APPRECIATION WEEK ON THE SECOND WEEK OF APRIL

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.