



California State University
SAN MARCOS

**HIRING DEPARTMENT'S
GUIDE ON
STUDENT ASSISTANT
EMPLOYMENT**

Visit us at: <http://www.csusm.edu/HR>

Student Employment Programs

There are numerous student employment programs at California State University San Marcos (CSUSM); the Student Assistant Program, Federal Work-Study Program, State Work-Study Program, Bridge Student Assistant Program, Instructional Student Assistants, Teaching Associates and Graduate Assistants. Instructional Student Assistants (ISA), Teaching Associates (TA), and Graduate Assistants (GA), are covered by the UAW Unit 11 collective bargaining agreement. Please refer to the Unit 11 collective bargaining agreement for information on the terms and conditions of employment for Unit 11 employees:

http://www.calstate.edu/LaborRel/Contracts_HTML/CBA_Contract/index.shtml

The purpose of this handbook is to provide descriptive information about each program as well as federal, state, California State University and campus policies and procedures for these programs. All procedures and documentation must comply with federal, state and University regulations.

Student Assistant positions are funded through fiscal year allocations to each CSU campus department.

The Student Assistant classification is intended to provide a vehicle for students to work part time while they are in school, to enable them to gain valuable experience related to their educational goals, as well as to assist them with financial support during the period when they are in school. It is designed for people who are primarily students AND also work on campus part time. It is not intended that the Student Assistant classification be used when a staff classification is more appropriate.

Federal Work-Study is a federal financial aid program offered to students determined eligible by the Financial Aid and Scholarship Office based on the Free Application for Federal Student Aid (FAFSA). As authorized by Title IV regulations, Federal Work-Study is funded by the federal government and the University. There are always more qualified students available than there is federal funding.

Title IV federal regulations state the purpose of the Federal Work-Study Program as:

The Federal Work-Study Program (FWS) provides part-time employment to students attending institutions of higher education who need the earnings to help meet their costs of post secondary education. The Financial Aid and Scholarship Office should award FWS employment, to the maximum extent practical, which will complement and reinforce each recipient's educational program or career goals.

Work-Study employment may not impair existing service contracts or displace regular employees; involve the construction, operation, or maintenance of any part of a building used for religious worship or sectarian instruction; or involve any partisan political activity or nonpartisan political activity related to an election. If a job is normally a paid position, a student may simultaneously receive academic credit and pay for the work performed. Work-Study cannot be used to pay an undergraduate student a salary, commission, or fee.

Bridge Student Assistant Program also funded through fiscal year allocations is used for students who are employed during summer break and not in summer classes or taking less than 6 units. There are additional tax liabilities required for students who are not enrolled in six units. Contact Human Resources and Equal Opportunity for information.

Instructional Student Assistants, Teaching Associates and Graduate Associates are covered by Unit 11 collective bargaining agreement (UAW). **Issues related to Unit 11 should be directed to Academic Affairs Labor Relations Coordinator, x 8362.**

Job Codes: The California State University has issued Classification and Qualifications Standards for:

Student Assistant	Class Code 1870
Student Trainee, Work-Study	Class Code 1871
Bridge Student Assistant	Class Code 1874
<i>(Same classification and qualification standards as student assistant)</i>	

Graduate Assistant	Class Code 2355, 2325 and 2326
Instructional Student Assistant	Class Code 1150 and 1151
Teaching Associate	Class Code 2353 and 2354

The following classification is used to identify Non Resident and Resident Alien Student Assistants for taxation purposes:

NRA Student Assistant	Class Code 1868
<i>(Same classification and qualification standards as student assistant)</i>	

General Policies

Hiring Practices

California State University San Marcos supports equal opportunity, nondiscrimination and non-harassment of individuals regardless of race, color, religion, national origin, ancestry, sex, sexual orientation, marital status, age, physical disability, mental disability medical condition, or covered veteran's status. This policy is supported by the University's commitment to discrimination-free personnel practices. See Official CSUSM Policy on Discrimination and Sexual Harassment:

http://lynx.csusm.edu/policies/policy_online.asp?ID=221

Eligibility

Student Assistant

- (1) A student employee must be continuously enrolled at least half-time during the academic year. Half-time is defined as follows:
Undergraduate - Minimum of 6 units (including credential students)
Graduate - Minimum of 4 units (graduate level)
- (2) A student employee who withdraws from the University must stop working on the date of official withdrawal.
- (3) A student employee who is not returning to the University the following semester must stop working on the last day of the semester in which she/he is enrolled.
- (4) An international student with a Student Visa, F-1 may be employed only under the Student Assistant Program. The student must be enrolled full-time at CSUSM.
- (5) A visiting student (not a continuing CSUSM student) must be enrolled in summer or winter sessions to be employed during those periods.
- (6) No student is eligible to work until she/he has completed all steps of the hiring process. See Hiring Process below.

Federal Work-Study

- (1) Eligibility for Federal Work-Study is determined by the Financial Aid and Scholarship Office based on the Free Application for Federal Student Aid (FAFSA). A student must reapply each spring for the following academic year.
- (2) All Federal Work-Study recipients must make satisfactory academic progress toward a degree. The Financial Aid and Scholarship Office monitor the academic progress of all aid recipients.
- (3) A student employee who withdraws from the University must stop working on the date of official withdrawal.

- (4) A student employee who will be registered only for the fall semester must stop working the last day of finals.
- (5) Federal Work-Study is available during the summer, dependent on funding.
- (6) No student is eligible to work until she/he has completed all steps of the hiring process. See Hiring Process below.

The Hiring Department and student are responsible for ensuring that the student does not exceed her/his work-study earnings eligibility. A student may not be paid as a Federal Work-Study student once they have reached their award maximum. Depending on the department budget, the hiring department may be able to transfer the student to the Student Assistant classification once the work-study earnings limit is reached.

Bridge Student Assistant and Summer Eligibility

- (1) In order to work during the summer, a continuing student must be enrolled at the University in the spring semester and plan to enroll at least half-time at CSUSM in the fall semester.
- (2) A continuing CSUSM student employed during the summer need not be enrolled in any summer session classes.
- (3) A new student must be accepted at CSUSM for the fall semester and plan to enroll for at least 6 undergrad or 4 grad units to be employed the prior summer.
- (4) A student enrolled in summer classes for at least (6 units) is exempt from the Bridge Student classification.
- (5) While enrolled at least (6 units) the student can only work up to 20 hours per week. When a summer session class has ended and the student is not enrolled in the following summer session, the student may work up to 40 hours per week until the fall semester begins. The student can continue to be paid as a student assistant between sessions.
- (6) A student may work up to 40 hours per week in the Bridge Student classification during the summer break if they are not enrolled or enrolled less than the required units and not enrolled in summer classes).
- (7) A student on an official Leave of Absence from the University during the spring semester is eligible to work during the summer, if she/he is planning to enroll for the required units at CSUSM in the fall. A student enrolled during the spring semester and approved for an official Leave of Absence for the following fall semester is eligible to work during the summer.

Allowable Work Hours

- (1) When classes are in session, a student employee may work up to, but not in excess of 20 hours per week.
- (2) When classes are not in session (i.e., finals week, semester break, vacation periods and summer recess) a student employee may work up to a maximum of 40 hours per week.
- (3) Work Study students can start work on the first day of classes for the academic year when they receive their award.

Overtime

A student may work up to a maximum of 40 hours per week when classes are not in session. Overtime is defined as work in excess of 40 hours per week. **A student employee shall neither be scheduled to work overtime nor be paid for overtime.**

Concurrent Employment

Any student may work at two or more jobs concurrently (Federal Work-Study and/or Student Assistant). The combined total hours may not exceed the **ALLOWABLE WORK HOURS** outlined above. (Payroll Information Management System, 2.62)

A student appointed as a Graduate Assistant or a Graduate Teaching Associate who is also employed as a Student Assistant or Federal Work-Study employee is limited to 20 hours per week for the combined positions.

The student assistant classes are designed for individuals who are primarily students and also work on campus part-time. Student assistants **MAY NOT** be appointed to a student assistant classification and to a CSU staff classification on a concurrent basis.

Rest Periods

A student working a consecutive four-hour work period is entitled to one 15-minute rest period with pay. A student working a full eight-hour day (i.e., summer break, semester breaks) is entitled to two 15-minute rest periods with pay and one 30-minute meal period without pay. A student working more than 6 hours must take a 30-minute meal period without pay. Paid rest periods may not be taken at the beginning or end of a work period and are not cumulative. The hiring department determines when rest periods are to be taken.

Absences

A student employee must notify the hiring department no later than the beginning of the scheduled work period when she/he is unable to work. In the case of an extended absence, the anticipated duration should be reported to the supervisor as soon as possible. The hiring Department will approve or disapprove all absences.

Employment Benefits

Every student employee is covered during her/his working hours by Workers' Compensation insurance. The coverage provides medical care to a student employee who experiences a job-related injury or illness. It is essential that an employee immediately report any job-related accident or illness to the hiring department, which needs to report the information to Risk Management & Safety. Additional information regarding Workers' Compensation is available from Risk Management & Safety or on their website at http://www.csusm.edu/rms/wc_on_the_job_injuries.htm

Pay, benefits, and other terms and conditions of employment for Instructional Student Assistants, Graduate Assistants, and Teaching Associates are covered by the Unit 11 collective bargaining agreement. All other student employees are NOT eligible to receive other employment benefits such as overtime pay, shift differential, paid holiday, vacation leave, sick leave, retirement benefits*, unemployment insurance, or permanent status.

*Note: Bridge student assistants are automatically enrolled in the part time retirement plan during their bridge employment status.

Motor Vehicle Usage

A student employee who operates a State vehicle or personal vehicle for University business must follow the same procedures as other CSUSM employees, specifically:

- 1) A valid California driver's license and Defensive Driving certificate are required. Defensive Driving classes for employees are scheduled by Risk Management & Safety. The certificate is valid for four years.
Contact: Risk Management & Safety at (760) 750-4502
or <http://www.csusm.edu/rms>
- 2) An Authorization to Use Privately Owned Vehicles on State Business (STD 261) form must also be completed before a student uses a personal vehicle for University business. <http://www.csusm.edu/police/images/std261.pdf>

Hiring Department Responsibilities

The hiring department is responsible for following University policies and procedures on student employment. These include, but are not limited to, writing job descriptions,

working with the Career Center to post available positions, interviewing, hiring, training and evaluating student employees, reporting accurate payroll information, monitoring department and student allocations, and dealing with student employment problems.

Under the Higher Education Employer-Employee Relations Act (HEERA), the definition of a *supervisor* is any individual, regardless of the job description or title, having authority, in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees or responsibility to direct them, or to adjust their grievances, or effectively to recommend such action, if in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment. At California State University San Marcos, only appropriate administrators (MPP classifications) are permitted to serve as actual supervisors.

Lead workers are defined as employees, who, when assigned by an appropriate administrator (MPP) provide work direction to other employees which includes allocating and monitoring the daily activities of assigned employees. Lead workers may assist in writing job descriptions for students; work with the Career Center to post available positions; interview applicants; assign duties; schedule and track hours of work; train students; report accurate payroll information; monitor department and student allocations; participate in making recommendations for hiring, discipline, and termination; and may provide input in performance evaluations decisions.

Job Description

Job Descriptions will be prepared by the hiring department for student employment positions and posted on Cougar Jobs; www.csusm.edu/careers. Since student job responsibilities may change frequently, the supervisor is reminded to include the phrase, "Other related duties as assigned" in the job description. The job description will be available in the department and on the website for review by the student applicant and/or student employee.

The following may be useful in writing a job description:

- (1) Define the job responsibilities and duties.
- (2) Determine the qualifications for the job. This should include skills, knowledge and abilities directly related to successful performance on the job.
- (3) Identify specific work hours. Decide the number of hours the student employee may work per week based on the department allocation, the student's hourly pay rate and the Federal Work-Study allocation, if appropriate. Identify specific work hours.

Job descriptions are available on Cougar JOBS for student applicants' review and to allow "self-screening."

Job Posting

Posting of campus student job vacancies gives all students access to information regarding employment opportunities. The job listing will be posted through the Career Center's website at www.csusm.edu/careers

Student Assistant and Federal Work-Study vacancies will be advertised through the Career Center. Applicants will be directed to the hiring department for interviews. The hiring department should deactivate their job on CougarJOBS as soon as vacancies are filled.

Interviewing

After a vacant position is identified, an interview and selection procedure should be developed. To establish appropriate standards for selection, the following suggestions may prove useful:

- (1) Check the job requirements. Identify essential elements for successful performance on the job, and evaluate the applicants in relation to those job requirements.
- (2) Give the student an accurate description of the job. Encourage the student to ask questions about the job requirements.
- (3) Encourage the student to talk about prior experience related to the job and to discuss their ability and any special types of work in which they may be interested.
- (4) Tell the student the approximate pay range, and give an estimate of total earnings for that period (summer, academic year).
- (5) Keep notes on the responses made by each applicant to refresh your memory when making the selection.
- (6) Verify enrollment is a minimum of six units.
- (7) Check with the Financial Aid and Scholarship Office to determine if the student is eligible for or has been awarded Federal Work-Study.

Hiring Process

The hiring department may only hire a student who is eligible for employment. Once a position is offered and accepted, the student must go to Human Resources and Equal Opportunity to receive payroll information and complete payroll sign in documents

prior to the start of employment. Please log on to cougar jobs and remove your job posting. Postings will remain active until deactivated by department.

CSUSM Foundation Employment

Students hired through the Foundation must complete paperwork at the Foundation Human Resources Department.

PERSONNEL ACTION NOTICE - PAN

Student Assistant and Bridge Student Assistant - The Personnel Action Notice (**PAN**) is completed by the hiring department then given to the student to take to Human Resources and Equal Opportunity. This form is available on the HREO Forms page at: <http://www.csusm.edu/HR/forms/PANForm.rev121404.doc> The hiring PAN form should be effective on the first day the employee will begin working. PAN forms are only valid through the end of the fiscal year. A new PAN must be submitted if you rehire the employee in a subsequent year.

Any subsequent changes to a student's employment e.g. pay range, termination, etc. also requires a PAN.

Federal Work-Study – Once the hiring department selects a work-study student for hire, they contact the Financial Aid and Scholarship Office. Eligible students who earned Federal Work-Study the previous year are given priority for FWS for the upcoming year. Students who have not previously worked under FWS are awarded at the employer's request. When the hiring department notifies the Financial Aid and Scholarship Office of the intent to hire, if the student is eligible, he/she will be awarded Federal Work-Study. The hiring department then completes a Personnel Action Notice (**PAN**) form and sends it to the Financial Aid and Scholarships Office before it is sent to Human Resources and Equal Opportunity (HREO). This form is available on the HREO Forms page at: <http://www.csusm.edu/HR/forms/PANForm.rev121404.doc>

Any subsequent changes to a student's employment e.g. pay range, termination, etc. also requires a PAN.

ISA, TA and GA – Instructional Student Assistant, Teaching Associate, and Graduate Assistant - Once a position is offered and accepted, the hiring department prepares an Academic Transaction Form (ATF) and submits it to Academic Resources. The ATF form is available at <http://www.csusm.edu/unit11dev/Staff%20Updates.htm>

The hiring department should deactivate their vacancies on CougarJOBS.

Human Resources and Equal Opportunity Employment Sign In Process:

All student employees, regarding of classification, complete sign-in documents at the Office of Human Resources and Equal Opportunity. Students must provide the documentation listed below:

- 1) A current photo ID card and social security card (names on both documents **must** match.
- 2) Documents establishing eligibility to work - list of acceptable documents can be found on the Human Resources and Equal Opportunity web page at <http://www.csusm.edu/HR/employment/NewEmployeeSignIn.tlm.html>
- 3) Non-Resident and Resident Alien students are also required to provide additional employment eligibility documentation as well as complete the NRA/RA Glacier software registration.

Pay Range

Unit 11 Academic Student Employees

Article 18 of the Unit 11 (UAW) collective bargaining agreement addresses salary issues for Unit 11 student employees.

http://www.calstate.edu/LaborRel/Contracts_HTML/CBA_Contract/index.shtml

The salary ranges for Unit 11 student employees can be found at:

<http://www.calstate.edu/hrpims/salary/SalarySchd20080103.pdf>

Non-Unit 11 Student Employees

The University Pay Range Schedule used for all non-Unit 11 student employees includes three salary ranges. Hourly pay rates for these student employees will be set according to this schedule.

Range Definitions - The purpose of these standards is to provide campus-wide consistency in distinguishing between the different levels of skill for duties performed by student employees, and to promote comparable pay rates for equivalent work. Questions about the appropriate range should be addressed to the Career Center.

Range Placement – Most newly hired students should typically be placed at the beginning of the appropriate salary range. Contact the Career Center with any questions. Higher level placement requires a written justification. The July 1, 2007 pay range listing for non-unit 11 student employees is included as Attachment A.

Salary Increases

Merit Salary Increase (Increase within the range) – After a student has worked a minimum of 500 hours in the same position at and same department, the supervisor may recommend a pay rate increase. The hiring department is responsible for tracking eligible student hours and submitting a PAN.

Promotion (Promotion to next level/range) – If a student employee is assigned duties with a higher level of responsibility or difficulty, the student must be placed at the appropriate range and pay level for the work that is performed. A request must be submitted outlining the new and increased responsibilities and forwarded with a PAN for appropriate approvals.

Orientation of Student Employees

Many students need instruction in how to be effective employees, and guidance in establishing good relationships with co-workers. The hiring department helps establish good working habits, instills a sense of pride in what the student does, and gives the student employee confidence in her/his abilities. The hiring department's impact may last long beyond the student's employment in the department. Appropriate training can ensure that each student gets a positive start on the job, and also will be valuable when the student graduates and enters the job market. A supervisor's check list is available on the Career Center's website: www.csusm.edu/careers

The following suggestions may assist in the orientation:

- (1) Explain to the new employee how the office operates and the general reporting structure. Describe the goals and activities of the department.
- (2) Introduce the new employee to co-workers.
- (3) Describe the student's specific duties and responsibilities. Try to include information to help the student see the relationship of her/his job to other activities. If appropriate, it may help to have the student observe other staff members for a brief period. Encourage the student to ask questions.
- (4) Discuss supervisor expectations of the student's work performance, including quality and quantity standards.
- (5) Assign a workstation. Show the student where to find work assignments and messages, and where to secure personal belongings.
- (6) Establish a specific work schedule. A written schedule may preclude future misunderstandings. Once a work schedule is established, the employee should either arrive on time or notify the supervisor of a delay or absence.
- (7) Summarize in writing the orientation information and/or have a procedure manual to which the student can refer, since information given orally is difficult to remember.
- (8) Update the student employee regularly on policy or procedure changes or other information that may affect her/his employment.

- (9) Student employees are expected to comply with all university policies and procedures.

Payroll

A significant hiring department responsibility is to ensure that student payroll information is accurate, complete and submitted to the appropriate office in a timely manner. It is necessary to become thoroughly familiar with payroll procedures and deadlines. Payroll Website: <http://www.csusm.edu/Payroll>

Online Time Reporting – Hours worked should be entered online each day. **Students have until the final day of the month enter all hours worked for the pay period.**

Access the User Guides for on-line time reporting instructions at the following website: <https://my.csusm.edu> Sign in to the campus portal and Select:
My HR Information > User Guides.

The Payroll Cutoff dates and Payday Calendar for hourly employees can be accessed from the Payroll Services web site at:

http://www.csusm.edu/fiscal_ops/Payroll%20Deadline%20Calendar%20-%20hourly%20employees%209-12-07.pdf

Actual hours worked are recorded on the on-line timesheet. The hiring department must verify the accuracy of the hours submitted on-line for payment, ensuring that the hours were actually worked. Information includes:

- (1) Only report hours on actual day/month employee worked
- (2) Partial hours must be reported in tenths
- (3) Do not report weekend or holiday hours when the University is closed, unless the student actually worked – additional department verification is required
- (5) No paid lunch break

Late Timesheets - If the deadline for entering hours on-line is missed: print, complete and submit an adjusted time sheet. Deliver the completed time-sheet as soon as possible to the Financial Aid and Scholarship Office if Work-Study and to the Payroll Office if Student Assistant. The student's paycheck may be delayed.

Payday - Students are paid monthly on the 15th after 1:00 p.m. Student employees must present a valid CSUSM Student ID card when picking up paychecks at the University Cashier's Office. Late student pay day is scheduled for the 25th of the month after 1:00 p.m. All student and hourly paydays are posted on the Payday Calendar for Hourly employees at:

http://www.csusm.edu/fiscal_ops/Payroll%20Deadline%20Calendar%20-%20hourly%20employees%209-12-07.pdf

Taxes - All wages paid to a student employee by the University, including those earned through the Federal Work-Study Program, are subject to federal and state income taxes and must be reported. Questions on exemptions or the withholding of taxes should be directed to Payroll Services.

All student employees will receive a Wage and Tax Statement Form W-2. W-2 forms are mailed directly from the State Controller's Office to the individual employee. It is important the all employees notify the Payroll Office of a current home/ mailing address for W-2 purposes. If the W-2 form has not been received by the end of January, the student should contact Payroll Services.

Responsibility for Monitoring Allocations

If the hiring department receives a fiscal year allocation for Student Assistant and/or Federal Work-Study employment, adequate payroll records must be maintained to ensure that no over-expenditures occur. These records should include a total of expenditures for each payroll period and the remaining balance.

Hiring Departments are responsible for monitoring their own budgets and will be responsible for funding hours worked over the allowable maximum.

Federal Work-Study (FWS) - Federal regulations limit the total amount of financial resources available to financial aid recipients during the academic year. FWS wages earned are considered a resource. A financial aid recipient may have a limit on how much can be earned as a FWS employee. Any new resource available to a financial aid recipient during the year could change the amount of FWS a student is eligible to earn.

The student's FWS earnings limit (certified by the Financial Aid and Scholarship Office) is the maximum amount the student may earn during the award period without jeopardizing any other aid she/he is receiving. If the student does not earn the entire amount during the award period, she/he forfeits the remainder.

It is the hiring department responsibility to:

- (1) Schedule the work hours so that the student earns no more than the total allocation for the academic year.
- (2) Remind the student when she/he is nearing the maximum amount.

It is the supervisor's responsibility to **end the student's FWS employment once her/his earnings limit is reached or pay the student as a regular Student Assistant once all FWS funds are used. A PAN must be completed, when a student ends a FWS position, and begins a Student Assistant position.**

Revision in Award Amount

Occasionally, a student receives a revised Federal Work-Study award. The award may be increased because the student declines other aid or has additional expenses to cover. It may be reduced due to receipt of additional aid or other financial resources.

Decisions regarding increases or decreases in awards are made by the Financial Aid and Scholarship Office in accordance with federal, system-wide, and University policy. Any questions about a possible increase to an individual student's award should be directed to the Financial Aid and Scholarship Office.

If the student's award is changed, the student receives a revised Award Notice of Financial Aid indicating the new amount(s) of aid. It is the student's responsibility to notify the hiring department of the revised amount.

If it is necessary to cancel a student's remaining Federal Work-Study, the student and the hiring department are notified that the student must stop receiving Federal Work-Study compensation immediately.

Evaluation

A written evaluation of a student employee's work performance is not mandatory. It is suggested, however, that the hiring department let the employee know either formally or informally, how she/he is performing. The evaluation procedure may be used to identify the student's employment strengths and weaknesses, and to reinforce the department's expectations.

Unit 11 Instructional Student Assistants, Graduate Assistants and Teaching Associates must be provided written notice if an employment evaluation is to take place. Please refer to Article 8 of the Unit 11 collective bargaining agreement.

Employment Problems

Employee/employer problems are best resolved at the department level. However, the Director of the Career Center or a Human Resources Manager is available for consultation on employment problems.

The following suggestions have proven successful for others:

- (1) Address problems as they arise, not after they accumulate. Deal with minor concerns before they become major problems.
- (2) Review job responsibilities and the hiring department's expectations in an open discussion. Specify where change or improvement is necessary.

- (3) Preserve the student's dignity. Avoid embarrassing the student. Any discussion should occur in a private place.
- (4) Be fair and objective. Approach the student in a positive way. Prior to reprimand or discipline based on genuine evidence, hiring department should consult with HREO or Academic Affairs.
- (5) Be a good listener. It may help to hear the situation explained from the student's perspective.
- (6) Exercise restraint and remain in control of the situation. The supervisor's purpose is to educate and change the behavior, not to punish.
- (7) Establish a specified time period for improvement. After discussing the situation, identify a target date at which time the student's performance will be re-evaluated. Two weeks is a reasonable length of time.
- (8) Follow up. If the student's performance improves, an evaluation indicating the improvement can be a big morale booster. For the student who fails to improve, termination of employment may be the only solution.

Termination

Federal Work-Study and Student employment are temporary by nature and may be terminated by the supervisor or the student employee. It is recommended that reasonable notice be given, if possible.

A written termination notice to the student is not required. The hiring department will need to complete a PAN to separate the student employee and delete the employee from the student payroll roster.

Although Unit 11 employment is temporary in nature, please refer to Article 6 of the Unit 11 collective bargaining agreement which outlines the disciplinary/termination process for Instructional Student Assistants, Graduate Assistants and Teaching Associates.

Payment of Wages at Separation - The California Labor Code requires that wages be paid to terminating employees within certain timeframes. Payment of wages upon separation applies when an employee separates for reasons other than completion of an established assignment. If a student assistant terminates for any reason other than completion of established assignment, the department must notify Payroll immediately so that a final pay check can be generated in a timely manner.

Student Responsibilities

A student employee should consider the job a serious commitment. When hired for a position, the student becomes a member of a work unit that depends on her/him.

Therefore, the hiring department may reasonably expect the student to:

- (1) Report to work at the agreed-upon time, ready to work.
- (2) Attend to assigned duties on the job, and not conduct personal or school business while at work.
- (3) Work with a cooperative and positive attitude.
- (4) Maintain at least half-time enrollment during the academic year.
- (5) Notify the hiring Department as soon as possible of work schedule changes. Projects and exams may occasionally interfere with a work schedule; however, the student employee should notify the hiring department when such changes can be predicted.
- (6) Keep an accurate record of hours worked.
- (7) Work up to, but normally not in excess of 20 hours per week when classes are in session, and no more than 40 hours per week when classes are not in session.
- (8) Submit the payroll information to the hiring department on the last working day of the payroll period.
- (9) Notify the hiring department promptly in the event of a revision in a Federal Work-Study award.

ATTACHMENT A

STUDENT EMPLOYMENT PROGRAM PAY RANGE SCHEDULE (Effective January 1, 2008)

These salary level guidelines are provided to assist departments in determining the appropriate salary placement for student employees. For questions and advice regarding student employee salary placement, contact Human Resources 760-750-4418.

Salary Levels	Minimum	Maximum
<p>Salary Level I Previous experience, education or specialized skills not required; under direct supervision until trained, minimal direction required after training. Performs routine tasks that require a brief training period and limited responsibility. Typical tasks include, but are not limited to: shelving books; taking tickets; ushering; setting up lecture and performance areas; clerical tasks such as filing, photocopying, data entry and general clerical support tasks; cleaning lab equipment; and simple cashiering.</p>	8.00	
<p>Salary Level II Job-related experience, education or specialized skills required; works under general supervision. In addition to routine tasks, plans and completes detailed assignments; expected to use independent judgment and may be required to make decisions about accomplishing work assignments. May perform as lead to other student employees in routine work assignments. Typical tasks include, but are not limited to: research and lab assistance; van driving; clerical tasks requiring data entry and word processing proficiency, receptionist duties necessitating a thorough knowledge of office policies, procedures and programs; complex cashiering; sports officiating; campus security; sewing costumes and student ambassadors.</p>		
<p>Salary Level III Extensive job-related experience, education or advanced specialized skills required; works under minimal supervision. May be required to use independent judgment to solve problems and make decisions; performs difficult, technical tasks; coordinates and completes complex assignments including reporting results to supervisor. May perform as lead to other student employees in routine work assignments. May handle records requiring confidentiality. Typical tasks include, but are not limited to: providing technical support to Faculty/Staff/Students; computer analysis and programming; complicated or technical research and performs complex clerical tasks.</p>		17.26