

**California State University San Marcos  
CSUSM**

**Learning-Aligned Employment Program (LAEP)  
Faculty/College Agreement**

The Learning-Aligned Employment Program (LAEP) at CSUSM offers eligible students the opportunity to earn money to help defray their educational costs while gaining education-aligned, career-related employment. Please visit [csusm.edu/laep](http://csusm.edu/laep) for more information and resources.

Once the faculty member or college has identified a research learning-aligned employment position or opportunity, the faculty member and college administrator shall complete this agreement to confirm eligibility to participate in the LAEP and will comply with all program requirements and criteria. This agreement shall be subject to an annual renewal by the CSUSM LAEP Coordinator, the college or the university.

The agreement shall be subject to the availability of funds to CSUSM from the LAEP for the portion of the student's compensation.

This Faculty/College Agreement (Agreement) is between **CSUSM** and

\_\_\_\_\_ *Read only* \_\_\_\_\_ (Faculty/College).  
Effective Date: \_\_\_\_\_ *Read only* Termination Date: \_\_\_\_\_ *Read only*

**Evaluation of the LAEP Position**

The following required conditions must be met for the duration of the Agreement for all LAEP student participants. Each learning-aligned employment position shall be reviewed by the appropriate by Faculty Committee to determine whether it satisfies all of the following conditions:

- a. The research position is educationally beneficial or related to a particular career interest or the exploration of career options available to students at the Institution.
- b. The work performed by the student shall not be related to the activities of any sectarian organization or to any partisan or nonpartisan political activities.
- c. The employment of a learning-aligned employment student shall not displace workers currently employed by CSUSM or impair existing contracts for services.
- d. The learning-aligned employment position shall not violate any applicable collective bargaining agreements or fill any vacancies due to a labor dispute.
- e. The student shall be paid at a comparable rate to that paid for comparable positions within the university. If CSUSM has no comparable position, the student shall be paid at a rate comparable to that paid by other organizations in the field for work involving comparable duties and responsibilities. The positions shall be compared on the basis of the nature of the work performed and the background and skills required for the position, and not upon the employee's part-time or student status.
- f. The maximum number of hours of learning-aligned employment per student is 20 hours a week and not to exceed 150 hours a semester. The faculty/college shall provide the LAEP coordinator with an accurate account of hours worked and wages earned weekly and throughout the duration of the assignment.

- g. The total LAEP compensation received by the student shall not exceed \$6,000 per academic year.
- h. The Faculty/College shall provide the student with reasonable supervision.
- i. LAEP funds shall not supplant any state, federal, or institutional funds used to support existing paid positions for students in for-profit or nonprofit organizations.

### **Change in Status**

A student's eligibility for LAEP will be reevaluated a minimum of once each academic term. If a student's status in areas that affect their eligibility has changed, continued eligibility for the program must be confirmed and, if appropriate, the student's participation in the program must be adjusted.

CSUSM is responsible for monitoring each LAEP student participant's continued eligibility and for communicating any change in eligibility status to the Faculty/College in a time frame which allows them to make necessary adjustments.

### **Interview and Job Placement**

The Faculty/College may interview prospective students once the student's LAEP eligibility has been determined by the Office of Financial Aid. The LAEP administrator shall provide the Faculty/College and each applicant for the learning-aligned employment position with adequate information to facilitate the student's potential employment.

A student shall only be placed in an research, educationally beneficial position that relates to the student's area of study, career objective, or the exploration of the student's career interest.

If the requirements specified above have been met, the Faculty/College may indicate their hiring preferences.

The Faculty/College shall not discriminate between applicants on any basis listed in subdivision (a) of Section 12940 of the Government Code, as those bases are defined in Sections 12926 and 12926.1 of the Government Code, except as otherwise provided in Section 12940 of the Government Code or subject any applicant to any other discriminatory practices prohibited by state or federal law.

### **Addendum**

The following information specific to each individual student participant will be included in LAEP Student Participation Addendum(s) and will supplement this agreement. The Faculty/College must provide to the LAEP Coordinator an Addendum for each student employed prior to the student's beginning work. At minimum, the LAEP Student Participation Addendum will include the following for each student participant:

- Student name
- Position name
- Supervisor name and contact information
- Term of employment
- Rate of compensation
- Maximum total compensation allowable
- Maximum hours per week and maximum total hours