

STUDENT ASSISTANT EMPLOYMENT HANDBOOK

Student Guide



Issued By
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Welcome and Introduction

This handbook provides information about CSULB student employment and is designed for student assistants. Specifically, this handbook includes information including eligibility, conditions of employment, duties, work hours, compensation, working conditions and student employee responsibilities and rights.

CSULB reserves the right to revise, supplement, or rescind any portion of the handbook from time to time as appropriate. Student employee assistants will be notified of such changes to the handbook. Note: This handbook does not apply to students employed in bargaining unit 11 or by the CSULB Foundation or Associated Students, Inc. (ASI).

General Student Employment Information

Purpose of Student Employment

The purpose of student employment is to:

- Provide useful supportive services to the various academic and administrative programs and/or departments;
- Provide students with valuable experience related to their educational goals; and
- Assist with financial support to help meet the cost of attending college.

Employment Eligibility Requirements

- First-time students who have been admitted to the university may NOT work as a student assistant/work-study student assistant prior to their actual enrollment.
- Undergraduate and graduate students must be enrolled in at least six units per term to qualify for student employment. This includes enrollment through University College & Extension Services (Extended Education). Graduating seniors who have less than 6 units left to complete their degree may work as a student employee if they can provide to their supervisor - written proof of their status from their Major Advisor or a copy of his or her "Grad Check" from Enrollment Services (Brotman Hall, Rm. 101).
- Student employees must maintain a minimum grade point average (G.P.A) of 2.0 to qualify for and continue their employment. Student employees with a G.P.A below a 2.0 will need to terminate their employment immediately.

Nature of Employment

Student employment with the University is "at-will." This means that a student employee may terminate his/her employment at any time with or without notice or cause. It also means that the university can terminate a student's employment, at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law. In addition, the university may alter a student employee's employment status, employment hours, and schedule at its own discretion with or without notice or cause. As an at-will student employee, there is no guarantee, in any manner, that employment is for any set period of time. No one has the authority to make verbal statements that change the at-will nature of the employment relationship.

While the university generally adheres to progressive discipline, it is not bound or obligated to do so. Student employees with concerns about work conditions may bring these concerns to their immediate supervisor. If the situation is not satisfactorily resolved by the supervisor, a student employee may contact Staff Human Resources (335 Brotman Hall) at (562) 985-4031 for further assistance and guidance.

Work Hours/Employment - Limitations

- **Daily:** A student employee may only work up to 8 hours a day. *No exceptions.*
- **Weekly:** Student employees may work up to 20 hours per week during regular academic periods and up to 40 hours per week during academic breaks (*including Spring break*) if they are not enrolled in classes on *campus*. This hourly restriction is inclusive of all employment within the CSU system.

Please note: student assistant do not qualify for overtime, therefore, must never exceed 40 hours a week. No exceptions.

- **Monthly:** In a 21 day pay period, a student employee is allowed to work up to 168 hours. In a 22 day pay period they are allowed to work up to 176 hours. Please refer to the Payroll Calendar for the number of days in a pay period. The electronic version can be found at the Payroll Services Forms Link: <http://daf.csulb.edu/forms/bhr/payrollbenefits/index.html>.

General: CSULB's Federal Work-Study Program includes a provision that student employees under this program cannot earn in excess of their academic year award. Please refer to your direct supervisor for additional information, or you may contact the Federal Work-Study Coordinator at (562) 985-5852.

Graduating Students: Student employees graduating at the end of the spring semester or during the summer may work until August 23rd. Those graduating at the end of the fall semester may work until January 23rd.

The only exception is international student employees. International student employees have established work authorization expiration dates that may end prior to August 23rd (for spring and summer graduates) or prior to January 23rd (for fall graduates).

Concurrent Appointment

Student employees may be concurrently employed as a Student Assistant, Work-Study Student Assistant, Graduate Assistant and Teaching Associate as long as they don't exceed a combined total of 20 hours per week during a regular semester and 40 hours per week during a semester break (if they are not enrolled in classes on campus). However, student employees may not concurrently hold a staff or lecturer/faculty position or two concurrent work-study positions.

Compensation

Salary for student employees should be based on the complexity and scope of the assigned duties – not the funding source (i.e., regular student employment vs. work study). It is the department's responsibility to establish job duties and ensure that student employees are compensated appropriately and equitably for the work performed.

Benefits/Parking/Workers' Compensation

Student employees are only paid for time worked. They don't accrue vacation, sick or holiday credit nor are they eligible for CSULB employee parking, health benefits or direct deposit.

However, if a student employee suffers an injury on the job or due to his/her job, the student employee is entitled to Workers' Compensation benefits. Student employees must immediately notify their supervisor or the Safety & Risk Management Workers' Compensation Specialist at (562) 985-2283, of a work illness or injury.

Employment Search

Student Assistants

The CSULB Career Center Development Center's BeachLINK posts student assistant job announcements. Students may apply for jobs from this site. To access BeachLINK, visit the Career Development Center link: <http://www.careers.csulb.edu/> or contact the center at (562) 985-4151.

Federal Work Study Student Assistants

The annual Work Study Fair is used to recruit work study student assistants, which is typically held in August before the fall semester begins. The Work Study Fair is conducted by the Financial Aid Office. Departments advertising positions during the course of the year - subsequent to the annual Work Study Fair - also post their positions on BeachLINK.

Sign In Process

Student employees must sign in with Payroll Services before beginning work. A hiring packet must be completed within 3 days of an employee's date of hire. Student employees will need to present an original Social Security Card and documents that satisfy employment verification (I-9) requirements.

International Employees

International student employees who have never applied for a Social Security Card will need to obtain instructions on how to apply for one from the Center for International Education (Brotman Hall, Room 201). After completing the hiring packet, the student employee must make an appointment with the University Tax Analyst to discuss his/her tax withholding options.

Work-Study Student Assistant

The student employee must obtain a Federal Work-Study Referral Form from the Financial Aid Office (Brotman Hall, Room 123) before signing-in.

Orientation and Training

The immediate supervisor has overall responsibility for ensuring that new student employees receives a full new student employee orientation and any necessary training while employed as a student employee. Orientations and training may vary from department to department.

How Student Employees Get Paid

Pay Period and Pay Day

The student employee pay period begins on the 24th of the month and ends on the 23rd of the following month. Student employee paychecks are distributed at the department the student employee is employed the 15th of the month (for hours earned the previous month). If the 15th falls on a Saturday, paychecks will be distributed on the prior Friday. If the 15th falls on a Sunday, paychecks will be distributed the following Monday. Paychecks will not be distributed earlier than the scheduled time nor will they be distributed to someone other than the student employee.

Student employees may request to have their paychecks mailed by submitting a self-addressed stamped envelope along with a *signed* memorandum to their supervisor. The memorandum should include the student employee's name, student employee id number and pay period of the check they would like mailed.

Lost or Destroyed Paychecks

Student employees who have lost or destroyed their paychecks must complete a *Request for Duplicate Controller's Warrant/Stop Payment Form* at Payroll Services (Brotman Hall, Room 353). The process to place a stop payment on a paycheck and receive a duplicate paycheck (if the original paycheck wasn't cashed) takes 2 to 4 weeks. If the original paycheck was cashed, Payroll Services will receive copies of the cashed paycheck.

Time Reporting

Student employees are required to sign and certify hours worked each month on a student time voucher. Time vouchers that aren't signed by the authorized administrator and/or student employee will not be processed.

Name and Address Changes

Name Change: Payroll Services must be notified of name changes immediately. The student employee must present an original Social Security Card listing his/her new name and complete a CSU Student Payroll Action Request Form (SPAR) at Payroll Services.

Address Change: There are two methods for a student employee to update his/her address:

1. Electronic: through MyCSULB
2. Paper/Hard Copy: by completing a CSU Student Payroll Action Request Form (SPAR) at Payroll Services (Brotman Hall – 353)

If the student employee is updating his/her address through MyCSULB, the student employee must update his/her *mailing address* and must always use a permanent address. Dorm addresses are not acceptable.

A student employee's most recent address is referenced for W-2 distribution; therefore, it is important for student employees to update their address immediately.

Pay Rate Changes

Promotion/Reclassification

Promotions/reclassifications are warranted when a student employee's job responsibilities/duties are changing or increasing, and the student employee's job performance meets the expectations of the department.

Merit Salary Increase

Merit salary increases can be given, but are not mandatory. The decision to grant a merit salary increase is a matter of employer discretion, and is based on several factors including: job performance, service hours in a given capacity, and the availability of funds.

To be considered for a merit salary increase, the student employee must accumulate a set number of hours. Student employees may be considered for merit salary increases of no more than 5% maximum after working an academic year or 500 hours, whichever comes first, of satisfactory service. Cumulative service may be considered in more than one position if the student is working within the same department and doing similar work.

Student Employee Responsibilities and Rights

Conduct

All Student employees are expected to follow acceptable business and professional principles in matters of business and personal conduct. The university expects all student employees to adhere to the following general principles:

- Observe the highest standards of professionalism at all times.
- Perform responsibilities in a manner consistent with the university's values and ethical standards.
- Comply with all laws applicable to the institution.
- Treat others, including customers, students, and other employees with respect.

Unsatisfactory performance, work habits, or overall attitude, conduct or demeanor; violation of institutional policies, procedures or guidelines or any other behavior or conduct deemed inappropriate by the university or supervisor may lead to termination of employment.

Dress Code

A student employee should dress in clothing that is appropriate for the student employee's particular position of employment. The student employee should check with his/her direct supervisor to find out what the appropriate attire is for his/her employment.

Breaks

Student employees are entitled to a 15-minute *paid* break every 4 hours of work. If they are scheduled to work more than 6 consecutive hours, they are required to take at least a 30 -minute *unpaid* break. Unpaid breaks should be scheduled according to the total number of hours the student employee is scheduled in a day to ensure they don't exceed 8 hours. *This is a mandatory federal law and compliance is not optional.*

Absences

Unforeseen absences due to illness or other uncontrollable circumstances should be reported immediately. Planned absences should be arranged in advance and approved by the supervisor.

Personal Telephone Calls

Personal telephone calls are discouraged and should be made during breaks or lunch time. However, it is recognized that there are times when they are necessary during business hours. Therefore, students should keep track of all personal phone calls as they are responsible for reimbursing the University for the cost of the calls.

Parking

Student employees who wish to park on campus must purchase a student parking permit. Student employees are not eligible to park in employee parking lots/spaces.

Motor Vehicles

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

- A valid California driver's license and Defensive Driving certificate are required. University Police conducts the defensive Driving classes for student employees. The certificate is effective for four years.
- An Authorization to Use Privately Owned Vehicles on State Business (STD. 261) form must also be completed before a student employee uses a personal vehicle for university business.

Accidents

On the job accidents and/or injuries must be reported to a supervisor immediately whether or not medical attention is required.

Equal Employment Opportunity

Protection against unlawful discrimination or harassment in the work place is guaranteed by a number of federal and state civil rights laws, rules, and regulations, by executive orders, and by university policies grouped under the general title of Equal Employment Opportunity. Student employees are protected from discrimination based on race, color, religion, national origin, gender, sexual preference, marital status, pregnancy, age, medical condition, disability, or status as a veteran. CSULB's Equal Employment Opportunity policy covers all areas of employment including but not limited to hiring, dismissal, promotions, training, evaluations, and benefits.

Additional information on equal employment opportunity and/or reasonable accommodation is available through the Office of Equity and Diversity at (562) 985-8256.

Confidentiality and Ethics

Some student employees and work-study student assistants may have access to sensitive and proprietary information. The protection of confidential business information is vital to the interests and the success of CSULB.

Confidential information should not be removed from CSULB or used for any other purpose other than CSULB business. Student employees who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.



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