

BASIC POLICIES and PROCEDURES for STUDENT ASSISTANT and WORK-STUDY EMPLOYEES (State employees)

If you are a student employee at the University, it is important to be aware of some basic policies and procedures relating to the work environment. Following is a condensed list of policies that concern most students. Complete copies of “Policies and Procedures for Work-study and Student Assistant Classifications” are available at the Student Employment Office or at their Web site: <http://www.csuchico.edu/semp/>

Eligibility

Student Assistants: In order to be eligible for Student Assistant employment, students must be currently enrolled at the University with the required number of units. Continuing students must have taken courses in the preceding spring semester and be accepted for classes in the following fall semester in order to be eligible for employment during the summer. Spring graduates who wish to continue their employment during summer must be accepted for a graduate program at the University in the following fall semester. Entering students may be employed as student employees if they have received formal notice of admission to the University, beginning June 20 for students enrolling in the fall semester and January 20 for students beginning in the spring semester. Students on a planned educational leave authorized by the Office of Advising and Orientation may work as a student employee provided such employment is for an interim period not to exceed one semester and a summer.

Work Schedule Restrictions

Students employed under Student Assistant or Work-Study funds are limited to a maximum of 20 hours of work per week in any combination of jobs during any week in which regular classes are scheduled. Supervisors wishing to schedule students for more than 20 hours of work must submit a request to the Student Employment Office. In the case of an emergency, when the Student Employment Office cannot be contacted for clearance, the department head may authorize additional hours and submit the written request as soon as possible. Students may work up to, but not more than, 40 hours per week during any week in which classes are not in session.

Summer Employment

Wages earned between June 20 and August 19 are subject to retirement (7.50%) and Medicare Tax (1.45%) deductions. Proof of exemption eligibility must be provided to the Human Resources Office (Kendall Hall, Room 220) to avoid improper deductions. Retirement funds that have been deducted from student paychecks can only be withdrawn 90 days after separation. Forms to apply for withdrawal of funds are available at the Human Resources Center.

Insurance Coverage

All student employees are covered by Workers' Compensation Insurance. All accidents, regardless of how small, must be reported to work site supervisors as soon as possible. Failure to notify supervisors promptly of an injury may relieve the State of responsibility or liability.

Sexual Harassment

Sexual Harassment at the University will not be tolerated in the work environment or the classroom. Sexual harassment includes incidents of a person in power or authority imposing unwelcome sexual attention on a student or employee. If incidents of sexual harassment occur, student complaints should be registered with the Coordinator of Student Judicial Affairs, Kendall Hall, Room 110, (898-6897).

Racial Harassment

Racial Harassment will not be tolerated in University work or educational environments. If incidents of racial harassment occur, student employees may discuss the matter with an appropriate work site supervisor or the Coordinator of Student Judicial Affairs, Kendall Hall, Room 110, (898-6897).

Responsibility of Employees

By law, all employees are required to complete W-4, Oath of allegiance, and Declaration of Permission to Work (I-9) statements within three days of starting work. Students who do not complete this requirement are not authorized to work. All employment forms can be completed at the Human Resources Center, Kendall Hall, Room 222.