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
In order to be eligible for Student Assistant employment, students must be currently enrolled at the University with the required number of units.

- Entering students may be employed as student employees if they have received formal notice of admission to the University, beginning the first day of the June pay period for students enrolling in the fall semester and the first day of the January pay period for students beginning in the spring semester.
- 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 may work as Bridge Student Assistants only through the summer period up until the day before the fall term begins. Work Study funds may not be used for this summer period unless the student has been admitted in an approved graduate program at the University in the following fall semester.
- Students on a planned educational leave authorized by the Registrar’s Office 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. 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 the June pay period and the day prior to the first academic work day of the fall semester are subject to retirement and Medicare Tax deductions. Proof of exemption eligibility must be provided to the Human Resources Service Center Office 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 Retirement funds that have been deducted from student paychecks can only be withdrawn 90 days after separation.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 Service Center, Kendall Hall, Room 220, (530) 898-6771.

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.

Discrimination, Harassment and Retaliation (DHR)
CSU Executive Order 1097 prohibits discrimination, harassment and retaliation against students, provides definitions and information, as well as complaint procedures. If incidents of discrimination, harassment or retaliation occur, student employees may discuss the matter with an appropriate work site supervisor, or seek assistance or file a complaint through Student Judicial Affairs, Kendall Hall, Room 118, (530) 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 Service Center Employment Office, Kendall Hall, Room 213, (530) 898-4664.

Child Abuse and Neglect Reporting Act
The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act (CANRA) and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.