

Student Employment Office
California State University, Chico
Chico, CA 95929

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POLICIES AND PROCEDURES

FOR

WORK-STUDY AND STUDENT ASSISTANT
CLASSIFICATIONS

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Work-Study and Student Assistant Policies and Procedures

The Work-Study and Student Assistant Policies and Procedures Manual cover only student employees in non-benefited student employee classification and do not cover student positions covered by Bargaining Unit 11. Policies and Procedures regarding student employees in Bargaining Unit 11 are available through California State University, Chico Department of Human Resources.

I. Definition and Purpose of Class

Student Assistant and Work-Study classifications have been established as positions filled by students while they are enrolled at the University. These classifications are designed to meet three primary objectives:

1. To provide the University with part-time help in performing a variety of instructional and administrative task.
2. To provide a means of supplementing the income of students and help them meet expenses related to their education.
3. To provide students with work experience, preferably related to their academic majors.

Students in these classifications may be employed in any of the University's departments, offices, or auxiliary organizations performing work on a part-time temporary basis. Students may be assigned to clerical, technical, maintenance, Para-professional, or other tasks related to the instructional or administrative functions of the University. Student Assistant classifications shall not be used in lieu of other established classifications. **If the level of duties being performed by a qualified student fits more appropriately into an established staff or faculty classification, that classification should be used rather than the student classification.**

II. Administrative Responsibility

The President and Vice Presidents of the University are responsible for implementing the Student Assistant and Work-Study policies and procedures within their areas of responsibility.

Department chairs or persons of comparable administrative level are directly responsible for insuring that all university policies and procedures regarding student employees are followed. The following areas of concern are of particular importance in assuring the success of the student employee program.

Equal Employment Opportunity:

In order to conform to the University's policy on affirmative action and equal employment, all Student Assistant and Work-Study job opportunities must be posted through the Student Employment Office Job Referral System where all qualified applicants can view them.

Equal Wages:

Equitable salary treatment for all students performing comparable task must be maintained throughout the campus. Therefore, adherence to the wage policies set forth in this document is essential.

Payroll Procedures:

In order to insure prompt and efficient payment of student wages, it is essential that all student payroll procedures are followed and that all payroll documents are accurate.

III. Eligibility

A. Student Assistants:

Academic Year Employment

It is the responsibility of the students' supervisor to determine student's eligibility to accept employment. In order to be eligible for Student Assistant employment **during the academic year**, students must be currently enrolled at the University with at least the minimum required number of units (see below). **Eligible students are those enrolled in "Regular" State Supported Courses.** Students on a planned educational leave authorized by the Office of Advising and Orientation may work as student employees provided such employment is for an interim period not to exceed one semester and a summer.

Summer Employment

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 admitted **through the graduate school** at the University in the following fall semester.

New Incoming and Returning Students

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.

Unit Load Requirements (Student Assistant):

1. Undergraduates – 6.0 unit minimum per semester at the university.
2. Graduates – 4.0 unit minimum per semester at the university. Graduate students who are working on their thesis and are in compliance with the Continuous Enrollment Policy may be eligible for Student Assistant employment for on semester beyond their last period of enrollment. The Graduate School must be contacted for certification of this status.

Students will be terminated from employment when they **fail to meet** minimum unit load requirements.

Graduating students are eligible to be employed as Student Assistants until the last day of classes (finals) of their last semester of enrollment. Employment after that date is contingent on a Graduating student's acceptance to the University Graduate School.

B. Federal Work-Study Students

Students must submit the Free Application for Federal Student Aid (FAFSA) to the federal processor and all required documents must be submitted to the Financial Aid Office before they can be employed through the Federal Work-Study Program. Work-Study is a federally funded financial aid program and eligibility is based on financial need plus the number and level of units in which the student is enrolled. The Financial Aid Office provides every eligible student with a computer-generated financial aid award letter, which includes the students name and amount of the granted award.

Authorization for summer Work-Study must be obtained by the campus employer from the Financial Aid Office. Only continuing Work-Study students may work during the full summer period (May 20 through August 19). For continuing Work-Study students, the pay period from May 20 to June 19 will be an extension of the preceding academic year award. New Work-Study students are not eligible to begin work until June 20.

During the summer, **the Financial Aid Office will not clear Work-Study student** without a job promise from the campus employer. Authorization for summer Work-Study must be received from the Financial Aid Office prior to working a student past the May 19 deadline. Request for summer Work-Study should be submitted by mid-April on forms that can be obtained from the Financial Aid Office.

Unit Load Requirements (Work-Study):

1. Undergraduate – 12.0 units minimum per semester (unless other arrangements have been made between the student and Financial Aid Office).
2. Graduates – enrolled in an approved program of graduate study (Masters Degree or Teaching Credential Program) and 8.0 graduate (200 level and above) units. Graduates may be eligible for Work-Study as less than full-time students if other arrangements are made with the Financial Aid Office.

Students will be terminated from employment without prior notice from the Financial Aid Office when they drop below minimum unit load requirements or otherwise lose their eligibility for funding.

IV. 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 written 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 **the next university business day**. Students may work up to, but not more than, 40 hours per week during any week in which classes are **not** in session.

V. Compensation

A. General Requirements

Student Assistant and Work-Study employees are hourly wage earners and are entitled to receive payment for every hour of work they perform. Work supervisors are responsible for clearly defining work schedules in advance and keeping accurate records of all the work performed by students. In cases where students receive a combination of class credit and wages for their work, supervisors must clearly distinguish the paid portion of the schedule from the academic credit portion.

B. Classification of Positions

The classification level of a position is determined strictly by the duties and responsibilities required to perform the job and not by the innate ability of an incumbent or the availability of departmental funding. Employers are responsible for preparing a job description and determining the appropriate classification level before a position is filled. The Student Employee Classification Levels and Wage Rate chart (see Appendix) provides guidelines for classifying positions at the Student Employee, I, II, and III levels.

The Student Employee IV is a special classification and requires the approval of the Student Employment Office. This class is designated for positions that are rarely used on campus and require a higher level of skill and training. Supervisors wishing to assign jobs to this class must submit a written request, including a job description and suggested wage rate to the Student Employment Office for approval.

C. Wage Rates

Hourly wage rates for the Student Employee classifications are set by the university and revised periodically (see Appendix). Current wage rate charts are available at the Student Employment Office or may be downloaded from the Student Employment Office web page <http://www.csuchico.edu/sempr>.

Student Employee Classes I, II, and III have **defined** wage steps while the **Student Employee IV** classification has a wage range. **Students hired for the**

first time into positions in which they have no previous experience or training must be assigned to step 1 of their respective classification.

D. Reclassification

Some positions may change as students stay on the job and acquire more duties and responsibilities. In such cases, employers are obligated to redefine the position to include the new duties and responsibilities and promote the student if the job fits into a higher classification.

Reclassification is based upon the type of work each student is performing and not the amount of time spent on the job. When students are reclassified, they must start at the lowest step in the new classification.

E. Merit Wage Increases

Merit wage increases are raises in pay from one step to another within a particular classification level (see Appendix). This increase in pay, unlike the reclassification, is based on the amount of time students have worked at their particular jobs and work performance. Student employees are entitled to merit wage increase after they have worked for 200 hours at step 1 of their classification. A student employee may be denied a merit wage increase in cases where it imposes an undue financial hardship on the department or inadequate work performance. In both cases, the department must inform the student employee of this action.

Merit increases cannot occur until a student has worked a minimum of 200 hours at each level. When students are transferred from one work assignment to another within a department they are entitled to carry their merit wage credits with them, provided their new job assignment is at the same or lower classification level. Merit credits cannot be transferred to jobs in other departments at the University.

Supervisors should periodically evaluate the work performance of their student employees in order to provide a basis for granting merit increases. Evaluations should be formal and shared with the employee in a setting, which provides an opportunity to respond to positive and negative comments. Some suggested points to cover in an evaluation are:

1. The student's increase understanding of the work and ability to perform the duties of the job.
2. The student's willingness to cooperate with others and develop effective relationships in the work environment.
3. The student's ability to carry out instructions and meet job requirements in terms of quality and quantity.

F. Cost-Of-Living Pay Increases

Periodically, the Student Employee classes will be granted cost-of-living pay increases. These increases generally coincide with the cost-of-living increases granted to other state employees. Announcements describing the new rates and method of implementation will be circulated to supervisors as these increases occur.

VI. Hiring Procedures

A. Equal Opportunity

In order to conform to the University's policy on Affirmative Action and Equal Employment Opportunity, it is essential that all Student Assistant and Work-Study job announcements be posted on the Student Employment Office Job Referral System where the entire student population has an opportunity to view them.

The University is also required by federal regulation to maintain employment data on all students employed on the Work-Study Program. **The online job referral system is used to meet this requirement. Enter the student names and Empl ID in the applications instructions section on the "position instructions" page of the job posting section and indicate "do not post."**

B. Job Availability Posting

Employers with Student Assistant or Work-Study funds must first complete an online job availability posting on the Student Employment Office job referral system. To gain access to this system you may email studentmploy@csuchico.edu or phone extension 5256 and obtain an online account. It is important to provide a complete description of the position (job description, requirements, wage, schedule, etc.) in the announcement to insure students have a clear understanding of what is expected before they apply. The Student Employment Office reviews all job postings submitted for completeness, accuracy, and wage information before positions are posted on the online job referral system. Students who view the announcement and feel they meet the qualifications will contact the employer as per the contact instruction provided in the announcement.

The campus employer must interview the applicants and select the most qualified person for the position. Applicants for Work-Study positions must provide the employer with written verification from the Financial Aid Office of their Work-Study award. Employers must contact the Student Employment Office to have job announcement inactivated when they no longer need applicants. On campus employers who hire students through the job referral system may create job placements by selecting the "close" option on the online job referral system and entering the SSN of the student(s) they have hired.

C. Payroll

Supervisors are responsible for insuring that their student employees are paid in a timely manner. Each student work cycle begins on the 20th of the month and continues through the 19th of the following month. Students are paid on or before the 4th of every month except on occasions when the 4th of the month occurs during winter break when the University is closed. Specific student payroll instructions are available from each unit's Attendance Coordinator or the campus Payroll Office. However, the following steps must be completed before any student employee can work.

1. **The student must have a current W-4 statement and Employee Eligibility Verification (Form I-9) on file at the Human Resources Office.**

Students who have not received pay from the University within the previous 12 months must complete a new W-4 statement and Oath of Allegiance. Students will also be required to complete an I-9 form and provide proof of eligibility to work as required by the Immigration Reform Act of 1986. Additionally, a Student Employee Authorization form must be submitted to facilitate student's timely entry for C.M.S.

2. An initial Timesheet must be created.

A monthly timesheet must be created using the electronic timesheet program. The necessary student information, name, **employee ID number**, position number, classification (including step) must be prepared by the person who is authorized by the respective department to process student payroll. Timesheets may be generated monthly by the individual departments there afterwards.

3. Submit the Timesheet for payment by the appropriate deadline.

Timesheets may be turned in by the due date established by each department on campus. This deadline is important because all student paychecks are issued at one time by the State Controller's Office. Late timesheets take 5 – 10 business days to process separately.

VII. Separations and Terminations

Students are separated and terminated from employment at the University for a variety of reasons. In each case, the supervisor must notify the Student Employment Office when a student employee has been terminated for reasons other than funding or resignation.

The University's policy for the most common types of separations and terminations are outlined below:

1. **Lack of funds** – Funds allocated for certain jobs become depleted for various reason and positions may be terminated due to lack of funds at any time during the

year. In such cases, the employer shall provide ample written notice (preferably two weeks) to the affected student(s).

2. **Resignation** – Student employees are requested to inform supervisors at least two weeks in advance when planning to terminate employment.
3. **Involuntary Terminations** – Student employees may have to be terminated from their jobs for failing to improve poor work habits, misconduct, or breach of office/departmental policies. In cases where the employer feels termination is the only alternative, the student employee must be provided with a written notice of the proposed action. The notice must give the reasons for the action and the final date of employment (usually two weeks from the date of notice).

VIII. Benefits

Student Assistant and Work-Study employees are not eligible for employment benefits such as paid holidays, sick leave, vacation credits, life and medical insurance, or permanent status. Liability insurance is provided by the State of California, and in the case of job-related injury, the State Compensation Insurance Fund covers students. In the case of job-related injury to a student employed by an off-campus agency, the student is covered by the Workman's Compensations policy carried by the off-campus employer.

IX. Non-Discrimination Policies

A. Sexual Harassment

California State University, Chico has a policy that will not tolerate sexual harassment. The goal of this policy is to create and preserve a learning and working environment conducive to growth in mind, spirit, and human community. Sexual harassment subverts the mission of the University by interfering with academic careers or work performance; by creating an atmosphere of intimidation and hostility; and by undermining respect for the University, and its degrees and scholarship.

Violations of this policy by administrators, faculty, staff, and students will be regarded as unprofessional and uncivil conduct, and violators may be subject to appropriate disciplinary action ranging from written or oral reprimand to dismissal or expulsion.

B. Discrimination Policy

California State University, Chico has a Non-Discrimination policy that affirms and protects the rights and opportunities of all persons to a working environment for students and the public, which enables persons to seek, obtain, and retain the services of the University without discrimination. The policy further states no person shall, on the basis of race, color, sex, religion, age, sexual orientation, marital status, pregnancy, disability, veteran status, or national or ethnic origin be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination, including discriminatory harassment, under any program of the University.

Demeaning and offensive conduct sometimes takes expressive forms that although repugnant, cannot be prohibited or punished. Both the First Amendment to the Constitution of the United States and Article I, Section 2 of the California Constitution limit the University's power to punish individuals who exercise their right of free speech.

Information on complaint and/or grievance procedures regarding the Non-Discrimination policy and Sexual Harassment policy are available from the Coordinator of Student Judicial Affairs (Kendall Hall 110, x6897).

C. Reasonable Accommodation

An individual with a disability whose experience, education, and/or training enable the person, with or without reasonable accommodation, to perform the **essential** functions of a job must be insured equal access to employment. Access may include making existing facilities, services and programs accessible, job restructuring, job re-assignment, acquisition or modification of equipment, etc. (Refer employees to campus Policy and Procedures document of Accommodation Individuals with Disabilities).

Federal and State laws provide minimum requirements with which representatives of the campus must comply. Questions concerning reasonable accommodation may be directed to the University Affirmative Action Officer, Kendall Hall Room 103, and x5201.

X. Miscellaneous

A. Absences From Work

In the case of illness or emergency, student employees should notify their supervisor no later than the first hour of the scheduled work period. The supervisor should be contacted each day the student is unable to report to work. In the case of an impending absence (e.g., doctor appointment), the student employee should obtain advance permission from the supervisor. Adjustments in work schedules for final examination or registration should be arranged in advance. Students missing two consecutive work periods without an excuse are subject to automatic dismissal from the job.

B. Rest Periods

Student employees working a consecutive 5-hour work period are entitled to take one paid ten-minute break. Student employees scheduled for a work period of 8 hours or greater are entitled to an additional 10-minute rest period for each 4 hours of scheduled work. After 5 hours, student employees must take a 30-minute unpaid break unless the work period will be completed in 6 hours or less. Rest breaks shall not be taken during the first or last hours of the work periods. Rest breaks are optional for students schedule for shifts of 5 hours or less. Supervisors

are responsible for scheduling break periods and unused breaks are not cumulative, nor are extra pay granted for unused break time.

C. Vehicle Operation

If a student is required to operate a state vehicle as part of the job, the hiring department is responsible for insuring that all requirements regarding state vehicle operation have been met. For specific information, call Vehicle Reservations, x6117.

D. Garnishments

Student Assistant earning are subject to legal garnishments or attachments for non-payment of debts. Federal Work-Study earnings are **not** subject to legal garnishment or attachments for non-payment of debts.

E. Injury On The Job

All injuries to Student Employees of the University (not including employees of the Associated Students), regardless of the severity, must be reported to the work site supervisor. The injured student should be directed to the Student Health Center for treatment with the Supervisor's Report of Employee Work Injury and Injury Preventions Report (BEN 5020) completed by the supervisor. Blank forms are available at the Human Resources Office.

XI. Grievance Procedures

Student employees with complaints about working conditions or pay at the University can inquire about filing a petition through the Coordinator for Student Employment. With the exception of those employed in positions covered by Bargaining Unit 11, student employees are not covered by any collective bargaining agreements. All matters of complaints brought by the On-Campus Employer or the Student Employee (Grievant) must first be submitted in writing to the Coordinator of Student Employment using the *Student Employment Complaint Form* within **thirty instructional days** of the date of the occurrence.

The Grievant must file a *Student Employee Complaint Form* with the Coordinator of Student Employment indicating which office the complaint is regarding, the specific individual(s) against which the complaint is lodged, and the remedy sought. The Grievant must then meet with the Coordinator of Student Employment and respond to questions or clarify specific issues identified in the said complaint. The Coordinator will then take the following steps:

1. Contact the On-Campus Employer or Student Employee (Respondent) and inform them of the complaint that has been submitted.
2. Meet with the Respondent and review the nature of the complaint and allow that party to respond.

3. If necessary or requested, meet with other individuals in the department (supervisors, staff, other student employees, etc.) who may either collaborate or refute items in the complaint.
4. Determine if there has been any violation of the University approved Student Assistant and Work-Study Policies and Procedures Manual.
5. Attempt to resolve the situation informally with all parties involved.
6. If the matter cannot be resolved informally, the Coordinator of Student Employment will forward all documentation regarding the case to Student Judicial Affairs. The Coordinator of Student Employment will inform the grievant who then has six instructional days to file a formal grievance with Student Judicial Affairs.