

Chico State
Career Center and
Student Employment

POLICIES AND PROCEDURES

HANDBOOK

for

Hiring and Supervising
Student Employees



Mission Statement: At Chico State our mission for student employees is to foster a thriving campus community by prioritizing their basic needs, facilitating professional development, and supporting academic success. Student employees can enhance their skills, knowledge, and personal growth through paid employment opportunities that enables them to thrive academically, professionally, and personally.

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Student Assistant, Student Trainee, and Work Study Policies and Procedures

The Student Assistant, Student Trainee, and Work Study Policies and Procedures Handbook, maintained by the Career Center and Student Employment Office, only covers non-represented student employees, and does not cover student employee positions covered by Bargaining Unit 11. Student employee positions covered under Bargaining Unit 11 include ISAs, GAs and TAs and are covered by agreements with CSU, Chico Office of Academic Personnel. These student employee positions generally teach, instruct, tutor or grade. Policies and Procedures regarding student employees in Bargaining Unit 11 are available through California State University, Chico's Office of Academic Personnel.

I. DEFINITION AND PURPOSE OF CLASS

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

1. To provide the University with part-time help in performing a variety of instructional and administrative tasks.
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 and exposure to professional work settings.
 - a. Students in these classifications may be employed in any of the University's departments and offices performing work on a part-time temporary basis.
 - b. Students may be assigned to clerical, technical, maintenance, para-professional, or other tasks related to the instructional or administrative functions of the University.
 - c. Student Employee 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 employee classification.**
 - d. In addition to earning money to help cover educational costs, student employees can gain significant experience and skills from their work. In support of that concept, the university strives to provide job opportunities through Chico State departments that require various levels of responsibility, experience, and skill. NACE (National Association of Colleges and Employers) surveys employers each year to determine career competencies employers value the most - [Career Readiness](#)

II. ADMINISTRATIVE RESPONSIBILITY

1. The President and Vice Presidents of the University are responsible for implementing the Student Assistant, Student Trainee, and Work-Study policies and procedures within their areas of responsibility.
2. Department chairs or persons of comparable administrative level are directly responsible for ensuring that all university policies and procedures regarding student employees are followed. The following areas of concern are of particular importance in ensuring the success of the student employment program.

Equal Employment Opportunity

- To conform to the University policy on affirmative action and equal employment, **all Student Assistant, Student Trainee, and Work-Study job opportunities must be posted**

through the Student Employment Office job database system, known as Handshake, where all qualified applicants can view them.

- The University is also required by federal regulation to maintain employment data on all students employed in the Work-Study Program. The online job database system, Handshake, is used to meet this requirement. To track student employees, each department must enter the employee's name as a "placement" for each student hired.

Equal Wages

- Equitable salary treatment for all students performing comparable tasks must be maintained throughout the campus. Therefore, adherence to the wage policies set forth in this document is essential. A link to the current student wage rates can be found here: [Student Employee Classification Levels and Wage Rates](#)

Payroll Procedures

- To ensure prompt and efficient payment of student wages, it is essential that all student payroll procedures are followed and that all payroll documents are accurate. Necessary student payroll forms can be found [here](#).

III. RECRUITING & HIRING A STUDENT EMPLOYEE

Recruitment & Hiring Steps

- [Hiring a Student Employee](#)
- [Student Employee Hire Process Steps](#)
- [Tips for Job Descriptions and Classifications](#)
- [Sample Interview Questions](#)
- [Reference Check Form \(Optional\)](#)
- [Offer Letter](#)
- [Letter for Declined Applicants](#)
- [HR New Hire Notice](#)
- [HR New Hire \(Int'l. Student\)](#)
- [Student Employment Agreement](#)

Job Posting

- Campus employers with Student Assistant, Student Trainee, or Work-Study funds must first complete an online job posting on Handshake. It is important to provide a complete description of the position (job description, requirements, wage, schedule, etc.) in the job posting to ensure students have a clear understanding of what is expected before they apply. Job descriptions will determine both classification level and hourly rate. Please refer to job description samples in the Resource Library located at the end of this document.
- Please verify that the name of the person associated with the posting is still with the department.
- At the bottom of the job description, this information **must be added** to every job on campus posted in Handshake:
 - 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.
 - Compliance training completion (approx. 4 hours of work time) is required of this

position within the first 30 days of work. Student employees not meeting this requirement may be released from employment.

- California State University, Chico, in accordance with CSU policy, may require that the successful candidate complete a background check (including a criminal records check, sexual offender registry check and/or fingerprinting) prior to assuming this position. Failure to satisfactorily complete or pass the background check may impact the job offer or continued employment of current CSU employees who apply for posted positions identified as sensitive.
- To gain access to this system you may call x5253 and obtain an online account.
- The Student Employment Office reviews all job postings submitted for completeness, accuracy, and wage information before posting on Handshake.
- Students who view the announcement and feel they meet the qualifications will contact the employer as per the contact instructions provided in the posting.
- The campus employer must interview qualified applicants and select the most qualified person for the position.
- Applicants for work-study positions must provide the employer with a screen shot of a financial aid summary to include FWS, found in their student portal.
- Employers must contact the Student Employment Office to have the posting inactivated when they have received applicants from enough qualified candidates to fill the position.
- On-campus employers who hire students through Handshake should identify their selection(s) by selecting the “Hired” option next to the applicant’s name on the online job referral system.
- Applicants marked “Hired” will receive an automatic e- mail message from Handshake indicating that they have been chosen for the position.
- Depending on the option selected by the individual who posted the job, applicants may be automatically notified when their documents have been reviewed and when their status is marked “Declined.”
- If the person posting the job did not choose to have automatic notifications sent to applicants, the employer should email the candidates whose applications were declined. [Letter for Declined Applicants](#)

IV. ELIGIBILITY – STUDENT EMPLOYEES

Academic Year Employment

- It is the responsibility of the student’s supervisor to determine a student’s eligibility to accept employment.
- To be eligible for employment during the academic year, students must be currently enrolled at the University with at least the minimum required number of units (see Unit Load Requirements, page 6).
- **Eligible students are those who are matriculated into CSU, Chico and are 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.
- Students enrolled in auxiliary programs, such as ALCI (American Language & Culture Immersion), are not eligible for Student Assistant or Work Study roles.

Summer Employment

- Continuing student employees must have taken courses in the preceding spring semester and be accepted to enroll in classes in the following fall semester to be eligible for employment during the summer.
- Wages earned between the June pay period and the day prior to the first academic workday of the fall semester are referred to as “Bridge” employment and are subject to retirement and Medicare Tax deductions.
- Students who are taking at least 3 units of summer classes are eligible to continue in their Job Code 1870/1871/1880 (non-Bridge) roles and remain exempt from retirement and Medicare Tax deductions. Students taking 3 or more units over the summer are not able to work over 20 hours per week.
- Students enrolled in a graduate program and enrolled in at least 4 units during the summer can continue to work up to 20 hours per week until graduation or completion of program.
- Proof of summer course enrollment/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 or email humanresources@csuchico.edu

Employment during Winter Break and Other Breaks

- During any non-summer week in which classes are not in session, students may work up to 40 hours per week and are exempt from deductions.
- This includes Thanksgiving week, Winter Break and/or Intersession, Spring break and any other non-summer week in which classes are not in session.
- Please note that **Final Exam week** is part of the semester, and students are held to **a maximum of 20 hours during that week.**

Study Abroad

- Students studying abroad or through a national exchange program are not eligible to work as a student employee remotely.

New Incoming and Returning Students

- Entering students for the fall semester may be employed on the first day of the June pay period as student employees if they have received formal notice of admission to the University and enrolled in a minimum number of required units.
- Students enrolling for the first time for spring semester may begin the first day of the January pay period.
- Please check with the Office of International Education regarding work eligibility status for international students.

Unit Load Requirements for Student Assistant and Work Study positions

- Undergraduates – 6.0 unit minimum per semester at the university.
- Graduates – 4.0 unit minimum per semester at the university.
 - They may be eligible for employment for some additional time beyond their last period of enrollment.

- Status must be certified by the Graduate School
- Student employees will be terminated when they fail to meet minimum unit load requirements.
- Graduating Student Employees are permitted to continue in a currently held position for one additional term immediately following graduation, up until the day before the next term starts. For example, students graduating in May are permitted to work through the last day of Bridge; students graduating in December can work through finals week of spring semester.
- **This provision does not apply to student employees earning Federal Work Study.** For a Work Study employee to continue in their current role after graduation, they must be paid from a different funding source, such as department budget. Work Study employees cannot work beyond the end of the semester when they have graduated. For example, if the semester ends on 12/18, and it is a graduating senior their last day of FWS funding is 12/18.

International Students: On-Campus Work Authorization

International students working during the summer do not need a Bridge form, just a standard SEA form.

- **F-1 Visa holders** are permitted to work on campus, beginning as early as 30 days prior to commencement of classes. During the semester, a maximum of 20 hours/week is allowed. On academic breaks, students may work up to 40 hours/week. No special work authorization is needed. However, students should consult with an international student advisor for guidance on how to obtain a Social Security Number. On campus work authorization ends when the student's program of study is complete (final day of the semester in which the student graduates).
- **J-1 Visa holders** (with prior authorization from an international student advisor), are permitted to work on campus while enrolled in a course of study. During the semester, a maximum of 20 hours/week is allowed. On academic breaks, students may work up to 40 hours/week. J-1 Visa holders are permitted to start work when classes start. Work authorization ends on the day the student completes all requirements for the course of study.

International Students: Off-Campus Work Authorization

- **Curricular Practical Training (CPT)** - Internship in the Field of Study Prior to Graduation
 - With prior authorization from an international student advisor, and their academic department, F-1 Visa holders may participate in CPT.
 - Eligibility requirements:
 - Continuous F-1 visa status for two consecutive academic terms.
 - Employment must be directly related to the students' field of study.
 - Minimum GPA of 2.0 for undergraduates, 3.0 for graduates.
 - Enrollment into department internship class, or recommendation from faculty advisor/department chair (if department does not offer internship class).
 - Up to 40 hours/week during academic breaks (winter/summer).
 - Maximum of 20 hours/week during academic semesters
 - Work eligibility ends on the final day of the student's academic program.
- **Optional Practical Training (OPT)** – Employment in the Field of Study Post- Graduation
 - With prior authorization from an international student advisor and U.S. Customs & Immigration Services (USCIS), F-1 Visa holders may apply for 12 months of post-graduation

employment authorization. Employment must have a direct relationship to knowledge and skills developed in the academic program. Within the 12 months of employment authorization, students may be without employment for no more than 90 days. Those in Science, Technology, Engineering, and Mathematics (STEM) fields may apply to USCIS to extend their work authorizations by an additional 24 months.

- **Other foreign exchange students** - Students who are not yet matriculated at the university (e.g., attending American Language and Culture Institute) are not permitted to work on campus.

Federal Work Study Students

- Students must submit the Free Application for Federal Student Aid (FAFSA) to the federal processor and all required documents requested must be submitted to the Financial Aid & Scholarship Office before students can be employed through the Federal Work-Study Program.
- The Financial Aid & Scholarship Office provides every eligible student with an aid award notification, which is accessible via the Portal.
- It is the responsibility of the department to confirm the eligibility and offer of a Federal Work Study award for the student hired.
- In addition, each department is responsible for tracking annual Work Study budget amounts awarded to their department and ensuring that students do not earn in excess of their individual Work Study award. [Student Financial Aid Award Tracking Form](#)
- Students will be terminated from employment without prior notice from the Financial Aid and Scholarship Office when they drop below minimum unit load requirements or otherwise lose their eligibility for funding.

Summer

- Request for summer Work-Study should be submitted starting mid-April on forms that can be obtained from the Financial Aid & Scholarship Office.
- For students working during the summer, authorization for summer Work-Study must be obtained by the supervisor from the Financial Aid & Scholarship Office.
- Authorization for summer Work-Study must be received from the Financial Aid & Scholarship Office prior to working a student past the May 31 deadline.

V. SUPERVISING A STUDENT EMPLOYEE

- [Student Financial Aid Award Tracking Form](#)
- [Student Financial Aid Award & Department Funds Tracking](#)
- [Student Employee Hour Tracking](#)
- [Evaluation Form – Sample](#)

Work Schedule Restrictions

- Students employed under Student Assistant or Work-Study funds are limited to 20 hours per week or less when classes are in session including finals week. When classes are not in session – e.g., summer, spring break, Thanksgiving break, student employees can work up to, but not more than, 40 hours per week.

Absences from Work, Attendance and Punctuality

- 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 may be considered for job dismissal.
- Student employees are expected to make every effort to plan academic, personal, and work schedules that do not conflict. Potential conflicts should be discussed well in advance with supervisors. Tardiness and failure to provide adequate notice of absence (as determined by the supervisor) are considered grounds for disciplinary action by their department.
- Setting expectations during the onboarding process can help alleviate issues as they come up during the semester, during the academic year. Documenting conversations regarding some of the issues mentioned earlier will be useful in the event of termination. The Career Center created an 'agreement' that is reviewed with the student employee at the start of their employment and again at the beginning of each new semester they are employed.
 - [**Student Employment Agreement**](#)
 - [**Volunteer Assignment Guidelines**](#)

Attire

- Requirements for attire are determined at the discretion of the employing department and should be communicated at the time of the job offer.

Rest Break Policy

- If a student employee is scheduled to work 4+ consecutive hours, a 10-minute paid break at approximately 2 hours is allowed.
- If a student employee is scheduled to work no more than 6 hours, the supervisor and student employee may agree to complete the work period without the unpaid 30-minute break.
- Rest breaks may not occur at the beginning or the end of the work shift and may not be added to a meal break or other off duty time.
- Supervisors are responsible for scheduling break periods, unused breaks are not cumulative, and extra pay is not granted for unused break time.
- These rules apply to student employees working for more than one department on campus during any given day.

# Of Hours Worked	Pre-Lunch Break (Paid)	Lunch (Unpaid)	Post-Lunch Break (Paid)
0.01-3	None	None	None
3.01-4	10 minutes	None	None
4.01-5	10 minutes	None	None
5.01-6	10 minutes	30 or 60 minutes (optional)	None
6.01-7	10 minutes	30 or 60 minutes by 5 th hour (required)	10 minutes
7.01-8	10 minutes	30 or 60 minutes by 5 th hour (required)	10 minutes
8.01-9 (summer only)	10 minutes	30 or 60 minutes by 5 th hour (required)	10 minutes
9.01-10 (summer only)	10 minutes	30 or 60 minutes at 5 th hour (required)	10 minutes

Vehicle Operation

If a student employee is required to operate a state vehicle as part of the job, the hiring department is responsible for ensuring that all requirements regarding state vehicle operation have been met. For specific information, call Risk Management, ext. 6588.

- Student employees and paid interns can drive on behalf of the university provided the student employee/paid intern has taken the University’s Defensive Driver training.
- If driving for the university is not considered to be within the scope of the student employee’s/paid intern’s job duties, they will need to be appointed a volunteer for those times when they drive on behalf of the University.
- If the intern is not a paid intern, they will need to be appointed as a volunteer when driving on behalf of the University.
- If student employees will be driving their personal vehicle on university business, they will need to complete a DGS std. 261, Authorization to Use Privately Owned Vehicles on State Business if they will be driving a personal vehicle on university business.

Injury on the Job

- All injuries to student employees (including interns) 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 employee (includes paid interns) should be directed to COMP – California Occupational Medical Professionals, 505 Wall Street, Chico, CA, 530-809-4907, Business Hours: Monday-Friday, 8 a.m. – 5 p.m. or Enloe Medical Center Emergency Service for treatment with the [Work-Related Injury and Illness Incident Report \(OSHA 301\)](#) completed by the supervisor.
- Blank forms are available at the Human Resources Office, under Forms, Policies & Procedures, [Work Related Injury Forms](#)

VI. COMPENSATION

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 (including training).
- Work supervisors are responsible for clearly defining work schedules in advance and keeping

accurate records of all the work performed by students.

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, experience level or length of time in role 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 provides guidelines for classifying positions at the Student Employee, I, II, and III levels.
 - [Student Employee Classification Levels & Wage Rates](#)

Student Employee IV

- This is a special classification, requiring the review of a job description and approval of the Student Employment Office and is designated for positions that require a higher level of skill, knowledge, experience, and training.
- Supervisors wishing to assign jobs to this class must submit a written request, including Handshake ID number, and a job description to the Student Employment Office for approval. The hourly wage rate for this classification is \$16.50.

Wage Rates

- Hourly wage rates for the Student Employee classifications are set by the university and revised periodically.
- 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 must be assigned to Step 1 of their respective classification.**
 - [Student Employee Classification Levels & Wage Rates](#)

Evaluation of Job Performance

- Supervisors are strongly encouraged to conduct periodic evaluations of their student employee's performance. If you choose to evaluate your student employees it is important that you evaluate all, not just some.
- The student's reliability, dependability, attitude, and motivation should be taken into consideration for the purpose of determining whether they would receive a one-time merit increase after completing 200 hours in the same student employment position.
- A sample performance evaluation form can be found [here](#).
- A student who did not receive a written performance evaluation from their supervisor, and was not awarded a merit increase, may request a written evaluation. The substance of this evaluation of the student employee's job performance is not subject to grievance procedures.

Reclassification

- Reclassification may be necessary as students stay on the job and acquire more duties and responsibilities.
- Reclassification is based upon the type of work each student employee is performing and not the amount of time spent on the job.

- When student employees are reclassified, they must start at Step 1 in the new classification. *For example*, if a student employee's duties increase sufficiently, it may justify promotion from Student Employee I (Step 2), to Student Employee II or III (Step 1).
- Student employees will start at Step 1 of the new reclassified category, even if they have already worked 200 hours in their previous classification.
- After they have worked 200 hours in the new classification, they can then receive a merit increase to Step 2 of the new classification.

Merit Wage Increases

- Merit wage increases are a rate increase in pay from Step 1 to Step 2 within classification level.
- Student employees, in classifications I-III, receive a merit increase based on working 200 hours at Step 1 and their job performance.
- Merit increases cannot occur until a student has worked a minimum of 200 hours at Step 1 of their current classification. (**Note:** this is not referring to reclassification)
- Student employees are entitled to only one merit wage increase in their current classification.
- Reasons for denial of merit wage increase (i.e. job performance) must be directed to the student employee in writing and a copy sent to the Student Employment Office.
- 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.

Benefits

- Student Assistant and Work-Study employees are not eligible for employment benefits such as paid holidays, sick leave, vacation credits, pay during jury service, life and medical insurance, overtime pay, commissions, shift differential 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.

Garnishments

- Student Assistant earnings 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.

Payroll

- [Student Payroll Information](#)
- [Information on Student Payroll](#)

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, prior to termination, when a student employee is being terminated for reasons other than funding or resignation.

- The University's policy for the most common types of separations and terminations:
 - Lack of funds – Funds allocated for certain jobs become depleted for various reasons 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 employee (s).

- Resignation – Student employees are requested to inform supervisors at least two weeks in advance when planning to terminate employment.
- Involuntary Terminations – Student employees may be terminated from their jobs for failing to improve poor work habits, misconduct, or breach of office/departmental policies. In such cases we ask that the termination not come as a surprise, that there has been verbal as well as written warnings (although this is not required). Please reference, as a suggested guide, the Student Employment Agreement in the Resource Library at the end of this document.
- 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.
 - In cases of involuntary termination, final payment must be issued within 72 hours of when the official notification was given to the student employee.
- Student employees who arrive at work appearing incapacitated in some way (such as appearing inebriated) can be subject to immediate termination at the discretion of the employer. In such circumstances, the student should be provided with written notice.
- In cases where a supervisor needs to terminate an employee but is not able to meet or get into contact with the employee, it is acceptable to email the student at their campus email, notifying the student of the final date of employment and the reasons for the termination. The notice should also include information about when the student can expect to receive their final paycheck, and where it can be picked up.

Separating Student Employees

Student employees must be separated from their positions when it is clear they will no longer maintain an active role as an “employee.” When it is clear the student will no longer maintain an active role as an employee and after all the student’s payable time has been processed, the Supervisor/Attendant Clerk must do the following:

- Turn in and sign a completed Student Employee Terminations report, which can be found in Insight. Instructions for processing this report can be found [here](#).
- If the student employee has access to CMS, the Supervisor/Attendant Clerk must immediately contact Student Administration Security and/or HR Security (by email or security form) to have all CMS access disabled. Access to other campus business systems, TransAct, Staples ordering, Vista, Cascade server, Box, etc., must also be terminated. The Notice of Separation (NOS) process should be followed to ensure that all elevated services get turned off.
- All keys must be returned, and Key Card access terminated. Please contact the University Police Department to disable Key Card access.
- Staff email accounts assigned to the student employee must also be terminated.
- [**Department Responsibility for Employment Separation**](#)

VIII. NON-DISCRIMINATION POLICIES

Sexual Harassment

CSU, Chico 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.

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, based on 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 Conduct, Rights, and Responsibilities (SSC 480, x6897). or the Title IX Coordinator (Kendall Hall, x4949)

Reasonable Accommodation

An individual with a disability whose experience, education, or training qualify them to perform the *essential* functions of a job, with or without reasonable accommodation, must be ensured 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. For more information regarding reasonable accommodation, please visit the CSU, Chico [ADA and Reasonable Accommodation Handbook](#) website. [Accessibility Resource Center](#) can answer additional questions concerning reasonable accommodation.

IX. GRIEVANCE PROCEDURES

Student employees with complaints about working conditions or pay at the University can inquire about filing a petition through the Student Employment Office. Except for those employed in positions covered by Bargaining Unit 11, student employees are not covered by any collective bargaining agreements.

The Grievant must file their grievance with the Student Employment Office 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 Student Employment Office representative and respond to questions or clarify specific issues identified in the said complaint. The following steps will then begin:

1. Contact the On-Campus Employer or Student Employee (Respondent) and inform them of the complaint that has been submitted.
2. Meet with the Grievant 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. Attempt to resolve the situation informally with all parties involved.
5. If unable to resolve informally, determine if there has been any violation of the University approved Student Assistant and Work-Study Policies and Procedures Manual, and make a recommendation for resolution.
6. If the recommendation does not resolve the matter, the Grievant can request that the Student Employment Office forward all documentation regarding the case to Student Conduct, Rights, and Responsibilities. The Student Employment Office will inform the grievant who then has six instructional days to file a formal grievance with Student Conduct, Rights, and Responsibilities.

X. RESOURCE LIBRARY

Getting Started

- [Student Employee Hire Process Steps](#)
- [Hiring a Student Employee](#)
- [Tips for Job Descriptions and Classifications](#)
- [Student Employee Classification Levels & Wage Rates](#)
- [Handshake 101](#)

Recruitment & Hiring

- [Interview Questions - Sample](#)
- [Reference Check Form \(Optional\)](#)
- [Offer Letter](#)
- [Decline an Applicant Letter](#)
- [HR New Hire Notice](#)
- [HR New Hire \(Int'l. Student\)](#)

Onboarding & Supervising Student Employees

- [Student Employment Agreement - Sample](#)
- [Performance Evaluation Form - Sample](#)
- [Student Employee Hour Tracking Excel Spreadsheet – Sample](#)
- [Career Competencies](#)
- [Supervising Student Employees](#)

Additional Resources

- [Academic Probation Guidelines](#)
- [Accessibility Resource Center](#)
- [ADA and Reasonable Accommodation Handbook](#)
- [CSE, OPAL, SEO Process](#)
- [Letter Of Recommendation/Reference Process](#)
- [Student Payroll Information](#)
- [Student Employment Termination Report Processing Guide](#)
- [Volunteer Assignment Guidelines](#)
- [Work Related Injury Forms](#)

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