

These guidelines provide all relevant information to hiring managers regarding the process of student employment put forth by the Chancellor's Office.

Synopsis of Process:

- Complete Student Assistant position description in the approved template
- Advertise Student Assistant positions on the [Student Employment webpage](#)
- Verify the students' enrollment and/or work study status prior to hiring Student Assistant
- Review payroll procedures and determine Student Assistant pay level, with review from HR
- Student Assistant must complete HR paperwork PRIOR to start of employment
- Conduct department orientation using Student Employment Authorization and Checklist as a guide.

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Recruiting and Hiring Student Assistants

Standard Procedures to Recruit and Hire Student Assistants

1. Advertise Student Assistant positions on the [Student Employment webpage](#).
2. All new Student Assistants must complete a [Student Employment Application](#).
3. Verify the student's enrollment status and, if relevant, the work study status before hiring student.
4. Assign a salary rate for the Student Assistant after careful review of the job duties. See [Pay Rates and Increases](#) section for determining pay rates

Student Paperwork

Students are required to complete [HR Paperwork](#) prior to the start of employment. They may not begin working until all paperwork is submitted, including the Student Assistant Employment Application and the Job Description.

Department Orientation and Work Schedule

Hiring managers must conduct a department orientation using Student Employment Authorization and Checklist as guide. Hiring managers must also arrange an appropriate work schedule with the student, which should include the following:

- Meal Periods – A meal period of no less than 30 minutes is required for a work period of more than five hours. However, if the total work time for the day does not exceed six hours, the meal period may be waived by mutual consent. Meal periods are not considered paid time, and must be signed out and back in on the time sheets.
- Breaks - No less than a 10-minute rest break for every 4 hours or major fraction thereof, to be taken in the middle of the work period. Breaks are scheduled by the hiring manager, based on operational needs. The rest break is paid time; the students do not sign on their vouchers.
- No rest period is necessary if total daily work time is less than 3.5 hours.

Supervision

CSU Maritime Academy is a non-telecommute campus and Student Assistants must have direct supervision.

Employment Eligibility, Concurrent Appointments, and Job Codes

Eligibility for Employment

Student Assistants must be enrolled at CSU Maritime Academy in the required number of units and have completed the new hire orientation in Human Resources before they may begin working.

Graduating Senior Students

Student Assistants who are scheduled to graduate in the year of employment may work one term immediately following graduation, up until the day before the next term starts, as a Bridge Student Assistant. For example, Student Assistants graduating in the spring term may work through the summer period up until the day before the fall term begins. International Student Assistants should refer to [Department of Homeland Security](#) duration of status requirements.

Concurrent Appointments

Instructional Student Assistants may be appointed in another student classification up to a combined total of approximately 20 hours per week while enrolled in classes.

Student Assistants working in job code 1874 (Bridge Student Assistant) may not be concurrently employed in any of the other four classifications of Student Assistants (job codes 1870, 1871, 1872, 1868) or as an Instructional Student Assistant.

Student Classifications and Job Codes

Student Assistants work under direct supervision and perform administrative, clerical, manual, skilled, technical or other duties ranging from routine to advanced.

There are four job codes for Student Assistants: 1868, 1870, 1871, 1872 and 1874. All four job codes apply to temporary employment for current CSU Maritime Academy students. These classifications are non-represented and permanent status cannot be achieved.

Students may concurrently hold more than one student appointment and each appointment may have the same or different rate of pay, as long as the total number of hours per week does not exceed the maximum amount allowed for the job code. It is the student's responsibility to monitor hours, including concurrent positions.

Each of the student classifications and their job codes are described below.

Student Assistants, Job Code 1870

1. Must be enrolled and attending a minimum of 6 resident units of classes regardless of class level.
2. May work up to, but not in excess of, 20 hours per week when school is in session. This includes concurrent Instructional Student Assistant appointments.

3. When school is not in session due to academic breaks, student assistants may work up to a maximum of 40 hours per week but shall not be scheduled, nor permitted, to work overtime.
4. Earnings under this job code are exempt from FICA (Social Security and Medicare).

On-Campus Work Study Student Assistants, Job Code 1871 and 1872

1. Applies to temporary, on-campus/off-campus employment for current CSU Maritime Academy students who have a predetermined financial need.
2. The Financial Aid Office administers the Federal Work Study (FWS) Program and determines a student's eligibility and enrollment in the program.
3. Available during academic fall and spring semesters only.
4. Must be enrolled and attending a minimum of 12 units of classes regardless of class level.
5. May work up to, but not in excess of, 20 hours per week when school is in session. This includes concurrent Instructional Student Assistant appointments.
6. It is the hiring manager's responsibility for monitoring a student's earnings to make sure that s/he does not exceed the FWS award. It may be possible for a student to increase their FWS award. Students should inquire at the Financial Aid Office.
7. Once FWS award has been exhausted, the hiring manager has the option of ending the assignment or hiring the student under a different job code which requires a new Student Employment Authorization Form to be completed and submitted.
8. Earnings under this job code are exempt from FICA (Social Security and Medicare) and DPA PSAT (Part-time-Seasonal, Temporary Employee Retirement Program).

International Student Assistants, Job Code 1868

1. International Students possessing either a J-1 or F-1 student visa or whose tax residency status is a nonresident alien may be hired into job code 1868 only. Campus employment is permitted only on the campus that issues the I-20/DS2019, and a student must have a valid F-1 or J-1 status. The student must also have an original Social Security card. To apply for a Social Security card, the student needs to contact the [Social Security Administration](#). International students will provide Human Resources with a copy of the current I-20/DS2019 form, passport, and original Social Security card. This certification is required every semester.
2. Must be enrolled and attending 12 or more units of classes, regardless of class level. A reduction of course load must be approved and on file if they are registered for less than 12 units.
3. May work up to, but not in excess of, 20 hours per week when school is in session. This includes concurrent Student Assistant/Instructional Student Assistant positions.
4. May work on campus full-time during the summer, provided they have completed the prior spring semester and will be attending the upcoming fall semester.
5. Earnings under this job code are exempt from FICA (Social Security and Medicare) and DPA PST (Part-time-Seasonal, Temporary Employee Retirement Program).

Bridge Student Assistant, Job Code 1874

1. Must be enrolled and attending 1-5 resident units during fall and spring semesters.
2. May work up to 40 hours per week but shall not be scheduled, nor permitted, to work overtime. This includes concurrent Bridge Student Assistant appointments.

3. May hold more than one position, however, the other position(s) must also be classified as a Bridge Student Assistant
4. To be eligible to work during the summer break, students must have been enrolled during the previous academic term and be registered for the subsequent academic term.
5. Earnings under this job code do not qualify for the student FICA exemption and individuals are required to participate in the DPA PST (Part-time, Seasonal, Temporary Employee Retirement Program).
6. Graduating Student Assistants may work one term immediately following graduation, up until the day before the next term starts, as a Bridge Student Assistant.

Payroll Procedures

Payroll Procedures

Student Assistants are required to enter their work hours via Peoplesoft by the end of the payroll period. The time report is approved electronically by authorized timekeepers and approvers.

Submitted time reports must be approved by the designated deadline date. Any time reports approved after the deadline may result in a delayed paycheck. If signatures are missing or deadlines are missed, please contact Human Resources at 707.654.1712.

The student payroll calendar, with paydays, inclusive dates of the pay period and deadline dates, can be found on the [Human Resources Webpage](#).

Student Assistant pay warrants and/or checks are released by the Cashier's Office in the Student Services Building on the scheduled payday. When picking up their check, students will be asked for the last four digits of their social security number and must present a photo ID.

Direct Deposit

Direct deposit is available for Student Assistants. The direct deposit authorization form is available on [State Controller's Office Website](#) or in the Human Resources Office.

Benefits/Paid Time Off

Student Assistants are not eligible for health benefits, vacation, sick leave, holiday pay, or any other paid time off. Time used by Student Assistants for jury duty or when summoned as a witness shall be treated as an excused absence without pay. A Student Assistant who is a member of any reserve component of the United States Armed Forces, who is voluntarily or involuntarily ordered to extend U.S. military service, shall be granted time off without pay.

With the exception of Bridge Student Assistants (job code 1874), Student Assistants are not eligible for unemployment insurance.

Pay Rates and Increases

Determining Pay Rates

Student Assistants are paid on an hourly basis. Student Assistants are not eligible for overtime pay, shift differential, stipends, or commissions. The rate of pay should be determined by reviewing the following:

- ✓ Prior related work experience
- ✓ History of work experience in the department
- ✓ Range and complexity of duties
- ✓ Knowledge and skill requirements
- ✓ Comparable skills and knowledge to other students within the unit

There are four job levels, each with corresponding pay ranges and criteria for identifying the level. New appointments are generally placed at the minimum of the appropriate pay range and never placed higher than the midpoint. When determining a student's pay rate, it is considered a best practice to review other department student assistants' pay for internal equity.

	Criteria	Minimum	Midpoint	Maximum
Level I	Entry level position, under direct supervision, performs routine tasks requiring no previous experience, specific education, or specialized skills.	\$15.00	\$15.50	\$16.00
Level II	Mid-level position, under direct supervision, performs routine and non-routine tasks which require considerable on-the-job training and/or specialized skills. Jobs in this level require discretion in judgment and decision-making. Previous experience, education or specialized skills may be required to perform these higher level jobs.	\$15.50	\$16.00	\$17.00
Level III	Mid-level position, under direct supervision, performs a variety of skilled tasks requiring previous experience and/or specialized education, or performs work requiring considerable discretion in judgment and decision-making, including responsibility for coordinating the work of a group of lower level student employees.	\$16.00	\$17.50	\$19.50
Level IV	Highest level position, under direct supervision, completes highly complex assignments requiring specialized knowledge and previous experience. The work is normally within student's course of study at the senior or graduate level and the employee may direct the work of others, consult with others, both on- and off-campus, and may be responsible for the project/assignment from conception through implementation and evaluation. Requires special Employment Services review and approval.	\$17.50	\$19.50	\$22.50

Pay Increases

Student Assistants may receive a pay increase for merit or a change in job responsibilities. Pay increases are at the discretion of the hiring manager. For a merit pay increase, it is recommended that the student complete one semester (or an equivalent amount of time) in the same position.

Processing a Pay Increase

The hiring manager must complete a new Student Employment Authorization (SEA) form.

1. Please be sure to check the box "Pay Level Change".
2. The effective date should be the first day of the upcoming pay period. Refer to the [Student Employee Payroll Calendar for pay period dates](#)
3. Complete the "Rate Justification" section on the SEA. A Student Assistant Evaluation may be attached as supporting documentation.

Worker's Compensation

Worker's Compensation

CSU Maritime Academy is committed to providing its employees with a safe working environment. If a Student Assistant become injured or ill on the job you, s/he are automatically covered by Workers' Compensation insurance, at no charge. Workers' Compensation benefits include payment for all approved medical treatment, time lost from work, permanent limitations in work capability resulting from the injury (permanent disability), and rehabilitation and death benefits. If an injury occurs, the priority is for the well-being of the injured employee. This priority takes precedence over all other considerations.

If a Student Assistant becomes injured/ill on the job, the Supervisor/Hiring Manager must follow the required procedures below:

1. For a minor or non-life-threatening injury/illness, the Student Assistant must stop working and immediately report it to their Supervisor/Hiring Manager. For a serious or life-threatening injury/illness, call 911 to report the emergency.
2. The Supervisor/Hiring Manager will provide the Student Assistant with the appropriate forms to be completed within 24 hours of onset of injury/illness: DWC-1 Form, Employee's First Report of Injury/Illness.
3. The Student Assistant will be sent to a designated medical facility for examination and treatment.
4. If the Student Assistant prefers to be treated by her/his own physician, s/he must notify Human Resources before work-related injury/illness occurs. A form for this purpose is available on the student employment website under Worker's Compensation.

Student Assistant Evaluation

It is recommended that managers and supervisors complete performance evaluations for student employees and discuss the student's performance, strengths, and areas needing growth and development. Monitoring performance closely and providing regular verbal feedback and guidance will enhance the learning experience for Student Assistants. It is recommended that a written evaluation be given to the student at the end of every semester or work assignment.

Evaluations should be retained in the department or with the Student Assistant. An evaluation may be attached as supporting documentation with pay increase requests.

The Student Assistant Evaluation form is located on the [Student Employment Website](#).

Separations and Resignations

Separations

Student Assistants are temporary employees, and their employment may be ended at any time for mandatory departmental needs, unsatisfactory performance, or other appropriate reasons.

Fall/spring semester positions automatically end at the end of April. Summer positions automatically end on August 31.

If a hiring manager decides to end a Student Assistant appointment prior to the automatic end date, contact Human Resources immediately to initiate the process and ensure appropriate steps are taken to end the appointment.

Resignations

Depending on the amount of notice given, the following guidelines apply:

✓ **72 Hours' Notice or More**

If a student resigns voluntarily and wishes to receive her/his paycheck on the regular student payday, the department should submit her/his timesheet through the standard payroll process so the student receives the check on the normal payday. Otherwise, the student receives his/her paycheck on the last day worked. Submit the voucher to payroll with "FINAL" noted on the top.

✓ **No Notice or Less than 72 Hours' Notice**

If a student resigns voluntarily without giving notice and wishes to receive his/her paycheck within 72 hours, the department should note "final" on the top of the payroll voucher and bring it immediately to Payroll for processing.