Student Assistant Hiring

Lobby Suite, University Union

Thursday, August 20, 2009

8:00 a.m. to 10:00 a.m.
Welcome and Introductions

- Agenda
  - Eligibility
  - Classification
  - Recruiting/Hiring Best Practices
  - Assignment of Hours
  - Performance Issues/Best Practices
  - Exceptions
  - Reference Documents or Training
Eligibility

- Not employed in another non-student classification
- Must be a matriculated student in a State-support program or joint CCE/State-support degree/credential program
- Academic Status: GPA, fees paid, and enrolled at least half-time
  - International students must be enrolled full-time as defined by federal regulations
  - Undergraduates: 2.0 Cum GPA & 6 units
  - Graduates: 3.0 Cum GPA & 4 units
Eligibility

- International Students (F1 or J1 Visa)
  - Prior approval of Global Education
  - Not eligible for Federal Work-Study
- Federal Work-Study (FWS)
  - Must be eligible for financial aid
  - Academic Year only (no summer)
  - Federal Work-Study exclusively (only 1 FWS job; no other student employee positions)
- Establishing Eligibility is an ongoing process
Classification

- Regular: Regular Academic Year and Year Round Operations
- Bridge: Summer, not enrolled
- Federal Work-Study: Academic Year
- ISA (Unit 11):
  - Grading, Tutoring, or Instruction
  - Majority of Work in Department/Program
Recruiting/Hiring Best Practices

- Job Description
- Posting
  - Career Center, Associated Students Inc., University Enterprises Inc.
- Hiring
  - Application
  - Interview
Recruiting/Hiring Best Practices

- Assignment Letter/Email
- Orientation/Manual
  - Sexual Harassment Policy, Diversity, Harassment
  - Confidential Information
Assignment/Hours

Student work hours cannot be increased during the furlough period

- 3 Levels—also related to pay
- AY Hours per week = 20 Hours

Total Campus Hours

- General Fund & International: 20 Hours
- Federal Work-Study: 20 Hours
- ASI, UEI, General Fund combined: 30 Hours
  - Does not apply to International and/or Federal Work Study students
Assignment/Hours

- Hours during Winter, Spring and Summer breaks
- Bi-weekly/Monthly Timesheets
  - Timely submission
- Required training
  - Information security
  - IIPP and emergency preparedness
  - Defensive driving
Performance Issues/Best Practices

- Review status periodically
- Review job description
- Conduct evaluations
- Correct problem
- Termination (at will) – except Unit 11
- Reconsideration (not required)
Exceptions

- Hours, Academic Standing, Unit Load, Starting Employment prior to first term of enrollment
  - John Williams, Undergraduate Students, (Academic Affairs)
    - Request for employment exceptions because of GPA issue to: John L. Williams at scc@saclink.csus.edu.
  - Chevelle Newsome, Graduate Students (Graduate Studies)
- Concurrent employment in 2 student classifications; Unit 11 ISA
  - Chevelle Newsome (Graduate Studies)
Reference Documents or Training

- Student Assistant Policies and Procedures:
  - [http://www.csus.edu/umanual/hr/ums16280.htm](http://www.csus.edu/umanual/hr/ums16280.htm)

- Student Assistant Pay Scale:
  - [http://www.csus.edu/hr/payroll/student.htm](http://www.csus.edu/hr/payroll/student.htm)

- Federal Work Study:
  - [https://webapps1.csus.edu/faid_general/pr_fws.asp](https://webapps1.csus.edu/faid_general/pr_fws.asp)

- Unit 11 Collective Bargaining Agreement:
  - [http://www.calstate.edu/LaborRel/Contracts_HTML/CBA_C ontract/index.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CBA_C ontract/index.shtml)
Reference Documents or Training (continued)

- Office of Graduate Studies
  - [http://www.csus.edu/gradstudies/unit11/index.htm](http://www.csus.edu/gradstudies/unit11/index.htm)
- University Enterprise, Inc.
  - [www.enterprises.csus.edu](http://www.enterprises.csus.edu)
  - [www.ueijobs.com](http://www.ueijobs.com)
- Mid-semester eligibility check
  - Verification form can be issued to the student at the Student Service Counter