

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/umannual/hr/ums16280.htm>
- Student Assistant Pay Scale:
 - <http://www.csus.edu/hr/payroll/student.htm>
- Federal Work Study:
 - https://webapps1.csus.edu/faid_general/pr_fws.asp
- Unit 11 Collective Bargaining Agreement:
 - http://www.calstate.edu/LaborRel/Contracts_HTML/CBA_Contract/index.shtml

Reference Documents or Training (continued)

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