STUDENT EMPLOYMENT POLICIES AND PROCEDURES

Introduction

The policies and operating procedures for the employment of students were originally recommended by the Student Employment Task Force and approved by the President in December, 1988. Revised policies and operating procedures are now under the jurisdiction of the Vice President for Student Affairs. These policies apply to Sacramento State campus student employees not covered by a Collective Bargaining Agreement. Graduate Assistant (GA), and Teaching Associate (TA) classifications are not governed by the Student Employment Policies and Procedures; GAs, TAs, and Instructional Student Assistants (ISAs) are covered by a Collective Bargaining Agreement for Unit 11. For the ISA classification: If this policy and the terms of the Bargaining Agreement conflict, the Bargaining Agreement prevails. Contact Human Resources for further information. These policies do not apply for those employed by University Enterprises Inc., Associated Students Inc. (ASI), or any other campus auxiliary organizations.

Student Employment at Sacramento State is intended to provide a vehicle for students to work part-time and thereby provide financial support while they are in school, and to gain valuable experience related to their educational goals.

Student employees are defined as Student Assistant (SA), Bridge Student Assistant (BSA), Federal Work Study (FWS), and Student-Non Resident Alien (SNRA).

Eligibility and Minimum Requirements

- Student Employees must meet the following requirements:
  - Matriculated students who are currently enrolled in a regular academic session (semester) as new or continuing students in good standing (i.e., not on academic probation, continued probation, academic dismissal, disciplinary action) with a semester and an overall grade point average of at least 2.00 for undergraduates or 3.00 for graduate students, and have at least half-time status (undergraduate level=6 units, graduate level=4 units);

  AND

  - Continuing students who have completed the prior semester or who are registered for the subsequent semester;
Graduate students who have completed their first semester of Culminating Experience such as thesis or project may maintain enrollment for that work for a second through fourth semester either by registering for credit-earning units or through a College of Continuing Education (CCE) 599 course with the appropriate departmental designation (i.e. HIST 599), for 0 units and paying the appropriate fee per semester;

Students enrolled in a jointly sponsored degree or credential granting program where courses are offered both through the regular University or CCE and the students meet the unit and GPA requirement listed in II.A.1. Credential programs are defined as programs that offer credentials through the Commission on Teacher Credentialing.

International Students  International Students holding a F1 or J1 visa must secure approval from the Office of Global Education and apply for a social security number from the Social Security Administration Office prior to employment.

Federal Work-Study Students Eligibility for employment as a Federal Work-Study (FWS) student is established by the Office of Financial Aid and is subject to FWS Guidelines which take precedence.

Students enrolled only in the College of Continuing Education (CCE), Open University, Intersession, Accelerated College Entrance (ACE), and/or Summer Extension/Open University (through CCE) programs are NOT eligible for student employment. Exceptions are students who are enrolled in a jointly sponsored degree or credential program where courses are offered through the regular University or CCE.

Graduating students can work the summer following graduation, but not after classes for the next semester begin. If not enrolled in the subsequent semester, a student may work until the day before the first day of the spring semester and the day before the first day of fall semester classes for spring enrollment. Upon fall graduation, students are eligible to work as a Student Assistant until the day before the first day of the spring semester. Upon spring graduation, students are eligible to work as a Bridge Student Assistant until the day before the first day of fall semester classes. Graduating students who are employed with Federal Work Study funds are not allowed to work beyond the last official day of the semester of graduation.

Definition of Student Employee Classifications

The purpose of Student Employment Classifications is to meet the Internal Revenue Service’s guidelines concerning student assistant employment. The category from which a student employee is paid is determined by the funding source.

The appointment and time sheet process is different for each of the classifications. Please refer to the Human Resources Payroll Office’s Timekeepers Manual for specific directions:
http://www.csus.edu/hr/departments/payroll

Student Assistant The Student Assistant (SA) classification is used during the academic year and summer semester when enrolled thru CCE. Student Assistants are excluded from Social Security and Medicare withholding.
• **Bridge Student Assistant** Bridge Student Assistants (BSA) are employed during the summer and not enrolled in the summer semester; or during the academic year, if the student is enrolled in less than half-time status (undergraduate level= 6 units, graduate level = 4 units). Student employees who fall within the Bridge classification must contribute to the Part-time, Seasonal & Temporary Employees Retirement Plan (PST) and Medicare.

• **Federal Work Study** The Federal Work Study (FWS) classification is used during the academic year. Students apply for FWS via the FAFSA (Free Application for Federal Student Aid; FWS money is awarded through the Financial Aid Office and is subject to federal, CSU, and University policy. Students may earn an award amount established by the Financial Aid Office. Receiving a FWS award is not a guarantee of employment. FWS is excluded from Social Security and Medicare withholding.

• **Student–Nonresident Alien Tax Status** (code 1868) This classification is used year-round while the student remains in nonresident alien tax status. Appointments under the Student–Nonresident Alien Tax Status classification are exempt from FICA (Federal Insurance Contributions Act).

**Administration/Management Policies**

• The Student Employment Program shall be administered in accordance with good management principles and practices, including but not limited to equal employment opportunity and affirmative action.

• All Sacramento State student employment (SA, BSA, FWS, and SNRA) is dependent upon the mutual consent of the University and the student employee. All student employees serve at the will of the University; therefore, the University or the student employee can, at any time, terminate the employment relationship with or without cause. If the student employee is terminated by the university, the employee may meet with his or her supervisor to ask for reconsideration, but the supervisor is not required to state a cause for termination.

• Student employees governed by the Unit 11 Bargaining Agreement (i.e. SA, GA, TA, FWS, etc.) cannot be employed in more than one employment classification simultaneously without prior approval from the Office of Academic Affairs or Human Resources. Concurrent employment in Student Assistant and Staff/Faculty classifications is not allowed. Student employees (working on campus) may hold jobs in other campus departments as long as the total on-campus hours do not exceed 20 hours per week; students may work for employers not related to the campus at their own discretion.

• The individual program centers are responsible for classification and salary aspects of this policy.

• Student Employment Levels for on-campus positions are designated with three ranges of pay. Current levels can be found at: [http://www.csus.edu/hr/departments/payroll/](http://www.csus.edu/hr/departments/payroll/)

• Classifications and salary schedules for student employment are meant to provide consistency for all Sacramento State departments. Hiring units must meet minimum pay rates for each level. Pay schedules in auxiliary operations/organizations may differ.

• It is recommended that students employed by Sacramento State for the first time be placed at the beginning rate of the pay range for the appropriate employment level. However, if in the judgment of the employing unit, the student has relevant skills and experience that justifies a higher pay rate, the employer can make that decision.

• Student employees are covered by Workers’ Compensation. They do not accrue sick leave, vacation credit, holiday pay or unemployment benefits. Student employment at Sacramento State is a temporary employment status and therefore, no state service credit is accrued.

• Starting Date - A student is not authorized to work until all necessary paperwork has been completed and final approval(s) has been obtained through payroll. Please refer to the Human Resources Payroll Office’s Timekeepers Manual for specific directions: [http://www.csus.edu/hr/departments/payroll/](http://www.csus.edu/hr/departments/payroll/)
A Student Employment Payroll Transaction Form (SEPTF) and original Social Security Card must be delivered by the student to the Human Resources Payroll Office prior to the first day of work. There are no exceptions to this requirement. Payroll staff may require students to complete additional payroll forms.

Termination and check out process: Prior to the employee’s final work day and presuming ample notice has been given by the student to their employer, a final timesheet should be sent to payroll to ensure the employee is compensated at the time of their departure.

Work Schedules

- A student work week is defined as 12:01 A.M. Sunday through 12:00 A.M. the following Sunday (12:00 midnight the following Saturday).
- Student employees may be scheduled to work up to 8 hours per day; and may work up to six consecutive days regardless of work week.
- During the academic year when classes are in session, including finals week, student employees may work up to twenty (20) hours per week. International students (i.e., Student Non-Resident Alien classification) may also work up to twenty (20) hours per week.
- Student employees working as a Student Assistant may work up to 40 hours per week during Winter Intersession and Spring Break. They do not need to be placed in the Bridge Classification for this period.
- Student employees may work up to forty (40) hours per week as a BSA when school is not in session (i.e., summer). Pursuant to the Fair Labor Standards Act (FSLA), BSAs are designated as non-exempt employees and must, therefore, be paid overtime for hours worked in excess of 40 hours per work week.
- Student employees may work in more than one department unless employed under the FWS classification. However, the supervisors are responsible for monitoring combined work hours to ensure the total work hours do not exceed eight (8) hours per day, twenty (20) hours per week when school is in session, and/or forty (40) hours per week during Summer Session as BSA, Winter Intersession and Spring Break.
- Breaks: Supervisors are responsible for the assignment of regular work schedule(s), including assigning appropriate breaks. Students working more than six (6) hours in one day are required by law to take a half-hour unpaid lunch break within a five (5) hour work period. For every four (4) consecutive hours worked, students are entitled to a 15-minute rest period in the middle of the 4-hour work period.

Pay Rate Adjustments

- Pay rate adjustments are subject to approval.
- See the “Student Classification and Pay Guide” to determine appropriate pay scale.
- Pay rate increases must be effective on the first day of a pay period and are not valid until approval has been received from the designated authority within Student Affairs. When submitting approvals for pay rate increases, include a clear justification for the request, e.g. length of service and/or classification change.
  - **Length of Service increase** After a student has worked a minimum of 300 hours in the same position and same department, the supervisor may recommend a pay rate increase. Pay rate increases may be recommended by the employing unit, and are dependent upon the unit's budgetary resources. The supervisor is responsible for forwarding the request to the Office of the Senior Vice President for Student Affairs for action.
  - **Classification change (promotion)** If a student employee is assigned duties with a higher level of responsibility or difficulty, the student must be placed at the appropriate pay level for the work that is performed. A request must be submitted with new duties stated and forwarded to the
Payroll Information

- Provided that time sheets and other documents are submitted correctly by the established due dates, pay warrants will be issued to student employees according to the Pay Calendar.
- Direct Deposit is available to student employees.

Performance Evaluation

- Student Employees are expected to behave ethically and professionally and are subject to standard University regulations. Violations of department/school work rules (e.g., poor performance, insubordination, absenteeism, dishonesty, theft, substance abuse, misuse of university property, etc.), will be addressed accordingly.
- Student assistants are entitled to an annual performance review. Supervisors may use the updated Division of Student Affairs “Departmental Student Performance Report,” which can be found online here: [insert link],
  - The Departmental Student Performance Report is a template that should be adapted to each specific department. It is designed to facilitate a conversation between the student assistant and his or her supervisor during the evaluation process.
  - Supervisors must provide a copy to the student and maintain a signed copy for the student’s employee file.

Exceptions

- Requests for any of the following exceptions will be considered on a case-by-case basis and must be submitted to the Office of Academic Affairs or Human Resources at least five (5) business days prior to possible employment.
  - Human Resources:
    - All requests for exception for students classified as Instructional Student Assistant.
    - Working in more than one employment classification (concurrent employment in a regular student assistant and Unit 11 classification).
  - Academic Affairs:
    - Falling below the minimum grade point average (2.0 for undergraduates or 3.0 for graduates) requirement, or not in good academic standing.
    - Falling below the minimum unit requirement (6 undergraduates or 4 graduates).
    - Working in excess of eight (8) hours per day.
- Working more than twenty (20) hours per week on a short term basis.

Approved by Alexander Gonzalez, President
Insert date, 2014