The purpose of this document is to set forth appropriate standards, priorities and guidelines for CBE student assistants that are consistent with the mission of both CBE a n d the University. For the purpose of this document, the term "student assistant" is to be interpreted as any student employed on campus other than those employed through the Federal or State Work-Study program or in the capacity of staff or faculty. For information regarding work-study, refer to the CSUEB Work-Study Employment Policy available in the Financial Aid Office. State funds are allocated through the University's budget for the purpose of hiring student assistants.

ELIGIBILITY

All CBE faculty are eligible to apply for CBE student assistant support if they have met reporting requirements (e.g., submitting completed Annual AACSB Qualification Status Report form due in February; updated resume due in October), are actively engaged in student learning outcomes and assessment, and are actively engaged in internal service (e.g., maintain participant faculty status). In addition, faculty must have completed the CSU on-line Sexual Harassment Prevention for Supervisors training program within the last two years. Faculty should work with the department chair to get approval for a student assistant when funded by the college. When using SA/PA funds please contact CBE HR Office.

STUDENT ASSISTANT SUPPORT

Five (5) hours a week of student assistant support is available to CBE faculty who meet the following criteria:

- Teach a lecture section (excluding large sections counting as two sections) with enrollment of 75 students or greater, and/or
- Have a total student enrollment in all CBE sections taught in the current semester of 180 students or more; or
- Teach three required university-defined, writing intensive sections with enrollments of 135 students or more, in the current semester.

Guidelines:
Student assistants are just that, *assistants*. They are **NOT** to:
- Serve as a substitute for an instructor in class, or be identified as **Teaching Assistants.**
- Administer exams (they may assist or proctor an exam)
- Be enrolled in your current classes
- Perform bargaining unit work

Student assistants may assist you with:

- Grading
- Classroom clerical support
- Classroom administration
- Research support
- Service support

Faculty is responsible for:

- Selecting their student assistants, which meet eligibility guidelines
- Working with CBE'S HR Office to ensure CBE and University guidelines are met in hiring, employment, and payroll procedures.
- Informing their student assistant of maximum work hours per week
- Verifying all time sheets to insure the hours worked are accurate
- Being good stewards of the College's resources

ELIGIBILITY FOR STUDENT ASSISTANT JOBS:

NOTE: Students are not permitted to engage in any work prior to completing the hiring process.

Eligibility to work as a student (including graduate student) involves:

1. Undergraduates must be regularly enrolled (excludes Continuing Education and Open University) in at least eight (6) units. Graduate students must be continuously enrolled in a program.
2. International Students are eligible to hold on-campus jobs. However, they must obtain the necessary paperwork from the International Students Office prior to completing the sign-up procedures in the Center for International Education. Please refer to the International Students handbook for details.

It is the responsibility of the employing faculty to verify that the number of academic units being taken by their student assistants after census day meets the above minimum.

The faculty supervisor must inform students **prior** to hiring that the student will need to present proof of eligibility to work as described by the Immigration and Naturalization Act of 1986 at the time of sign up. Acceptable forms of ID are: (1) A current driver's license (and extension if applicable), or a state issued ID card and (2) An un-laminated original social security card or a NUMI computer printout issued by the Social Security Administration. *(NOTE: A social security card will not be accepted if card includes the statement "not valid for employment.")*

WORKING HOURS:

Student assistants can only work a maximum of 5 hours per week when paid by CBE and meets student assistant support criteria. When paid by faculty funds, student

assistants may not work more than 20 hours per week when school is in session. Students may hold more than one student assistant job on campus, providing the total number of hours worked does not exceed 20 hours per week. School breaks, including summer sessions, constitute school not being in session; and at such times, student assistants may work up to 40 hours per week; **requires Dean's Office approval**. Student assistants are not eligible for overtime, or holiday pay.

RISK MANAGEMENT AND INTERNAL CONTROL:

1. Due to University liabilities, students are not allowed to volunteer without completing the CSU East Bay Volunteer Identification Form, and submitting it to CBE HR office.

2. Student assistants must not interact with minors, perform, or handle confidential work, data or information.

3. Student assistants must not be personally compensated by faculty supervisors.

4. All student assistants must present ID and Social Security Card upon sign up. If the student does not have a Social Security Card, they must obtain one through the Social Security Administration Office. Please contact CBE HR office prior to hiring if student does not have a Social Security Number. Obtaining a Social Security Number will delay the hiring process. Students cannot legally work before applying for a Social Security Number.

ALL FACULTY SUPPORT IS SUBJECT TO FUNDING AVAILABILITY.

To participate in this program the supervising faculty member must have "current" certification of completion of the CSU on-line Sexual Harassment Prevention for Supervisors training.

Note: It is anticipated that this program will be continued, contingent upon funding availability and faculty review.

Revised on August 2019