

## Student Assistant Employment Guide

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## STUDENT ASSISTANT EMPLOYMENT GUIDE

### DEFINITION AND PURPOSE OF THE STUDENT ASSISTANT CLASSIFICATION:

The classification and qualification standard for Student Assistants (class codes 1868, 1870, 1874, 1150 and 0100) has been established by the Chancellor's Office, Faculty and Staff Relations to describe typical positions filled by students while they are enrolled at the University. (FSA 81-13, Supplement No. 1). The Student Assistant program is designed to meet three primary objectives:

1. Provide the University with part-time help in a variety of instructional and administrative programs;
2. Provide a means and opportunity to supplement the students' income and assist them in their educational expenses;
3. Provide students with work experience, preferably related to their academic majors.

Students assigned to these classifications may be employed on a part-time or temporary basis in any of the University's departments. They may be assigned to clerical, technical, maintenance, para-professional, or other duties related to the instructional or administrative functions of the University.

#### NOTE:

The student assistant classification shall not be used in lieu of other established classifications. Assigning a student assistant to perform the full scope of duties and responsibilities as a regular employee would be an inappropriate use of the classification standard, (FSA 84-61; FSA 81-13, Supplement No. 1).

### GENERAL

#### CLASSIFICATIONS Student Assistant

##### (ClassificationCode1870)

The classification of Student Assistant (class code 1870) provides temporary on-campus employment for students who are enrolled and attending classes at CSU, East Bay. This classification is used during the academic periods where the CSU student's status qualifies for the student FICA exemption. Students in this classification do not pay Social Security or Medicare and are not enrolled in the Department of Personnel Administration's Part-time, Seasonal, Temporary (DPA PST) retirement plan in lieu of Social Security. Employment as a student assistant is permissible between quarters if the student is making normal progress towards a degree. Departments are instructed to use the following guidelines when utilizing the 1870 classification:

Student is enrolled in at least 6 undergraduate units, (4 units for students enrolled in a

graduate program).

Student may work up to, but not in excess of, 20 hours per week when school is in session.

Student is exempt from FICA and DPA PST (Part-time, Seasonal, Temporary Employee Retirement Program).

Student does not have long-term, on-going responsibilities.

The student assistant position is secondary to academic and student life.

#### Student Assistant–Nonresident Alien (Classification Code 1868)

The classification of Student Assistant – Non Resident Alien (class code 1868) provides temporary on-campus employment for students with a nonresident alien tax status and who are enrolled and attending classes at CSU, East Bay. Employment as a student assistant – nonresident alien is permissible between quarters if the student is making normal progress towards a degree. Departments are instructed to use the following guidelines when utilizing the 1868 classification:

Student is enrolled as a full time student (minimum 12 units) in the current academic term.

Student possesses either a J1 or F1 visa whose tax residency is nonresident alien.

Student may work up to, but not in excess of, 20 hours per week when school is in session.

Student is exempt from FICA and DPA PST (Part-time, Seasonal, Temporary Employee Retirement Program).

Student is subject to federal tax compliance requirements.

Student does not have long-term, on-going responsibilities.

The Student Assistant position is secondary to academic and student life.

#### Bridge Student Assistant (Classification Code 1874)

The Bridge Student Assistant (class code 1874) classification provides temporary on-campus employment for students during academic breaks and/or student employment during academic terms when the incumbent is less than a half-time student. This classification accommodates CSU student employment that does not qualify for the student FICA exemption in the 1870 Student Assistant classification. Students in this classification are required to participate in Medicare and a mandatory retirement plan (DPA PST) in lieu of Social Security. As a Bridge Student Assistant, the student need not be registered as a student, but must have been enrolled as a CSU student the previous term and is registered for the following term. Departments are instructed to use the following guidelines when utilizing the 1874 classification:

Student is enrolled for at least 6 units in the preceding quarter and worked as a Student

Assistant and is either taking a recess quarter off in which s/he is not enrolled as a student or is enrolled in less than 6 units. Students are restricted to one "bridge" quarter per academic year (Summer - Spring).

The Bridge Student can work up to 40 hours a week.

Earnings are subject to a mandatory retirement contribution of 7.5% and a Medicare tax of 1.45% per Internal Revenue Service regulations.

For graduating seniors, upon graduation, Student Assistants may work up to the last official day of the academic quarter. Student Assistants may also work one quarter immediately following graduation, up until the day before the next term starts, as a Bridge Student Assistant. For example, a Student Assistant graduating in the winter quarter may work through the spring quarter up until the day before the summer term begins. Student Assistants - Nonresident Aliens should refer to duration of status requirements on Form I-20.

#### Instructional Student Assistant (Classification Code 1150)

The Instructional Student Assistant performs grading, tutoring or instruction for majority of work hours during academic term. All other conditions are the same as Classification Code 1870 above except that the Instructional Student Assistant is a member of Unit 11, a part of the UAW.

#### YouthSummerAid (Classification Code 0100)

The Youth Summer Aid works during the months of June, July and August only.

#### APPOINTMENT PROCEDURES FOR STUDENT ASSISTANTS:

Individual departments shall initiate recruiting, advertising and hiring procedures for student assistants through the department of Academic Advising and Career Education (AACE).

A Student Employment Action Form (SEAF), [Student Employment Action Form \(SEAF\)](#), shall be initiated as soon as a student is hired. The student should report to the Payroll Office to complete the sign-in procedure. Students must not begin work until the sign-in procedure is completed.

The hiring department shall verify Student Assistant enrollment via the CMS/PeopleSoft systems each quarter and notify Payroll if a Student Assistant no longer meets the specific classification criteria. If a Student Assistant becomes ineligible during any given month, the department should cease employment and the student will be paid for any hours worked in the classification s/he occupied prior to termination (see SEPARATION on page 6). Verification of enrolled units is essential in order to determine the appropriate class code.

Equitable salary treatment for all students performing comparable tasks shall be maintained throughout the campus. Department heads and supervisors are responsible for ensuring that students are paid in accordance with the established classification and pay schedule, (refer to pgs. 6 - 8). Hiring departments must be prepared to provide supporting documentation for hiring a student at ranges II or III should a Human Resources audit occur.

A student assistant is not eligible for permanency and can be terminated at the discretion of the employing department. Student Assistants work on an "at will" basis.

A student assistant is not eligible to compete for internal promotional opportunities offered to regular University personnel.

## WORK-STUDY STUDENT EMPLOYEES

The employment guidelines listed in this document also pertain to federal work-study employees, with the exception of the section covering "Work Hours." The Federal Work-Study Program is administered by the Office of Financial Aid. A document entitled "GUIDELINES FOR FEDERAL WORKSTUDY" for the current fiscal year is posted on the Federal Work-Study webpage along with other pertinent details at [Student Employment Action Form \(SEAF\)](#)

### FederalWork-Study Student Assistant (on-campus) (Class Code 1871)

Route to Financial Aid for approval.

### FederalWork-Study Student Assistant (off-campus) (Class Code 1872)

Route to Financial Aid for approval. Off-campus Federal Work-Study Student Assistant employers are contracted through the Office of Financial Aid only.

### FederalWork-Study Instructional Student Assistant (Class Code 1151)

Performs grading, tutoring or instruction for majority of work hours during academic term - route to Financial Aid for approval.

## HUMAN RESOURCES INFORMATION

### COMPENSATION:

Student assistants are paid an hourly rate and are entitled to receive appropriate payment for every hour of work performed. Supervisors are responsible for clearly defining the duties and work schedules in advance, maintaining accurate records and ensuring that appropriate documents are submitted to the Payroll Office to facilitate timely processing of the student's pay vouchers.

### DEDUCTIONS:

Class Code 1868 and 1870 - Federal and State taxes based on the 1871 and 1872 student employee's Student Payroll Action Request (SPAR) information. This is the link to the form: [Student Payroll Action Request](#).

Class Code 1874 - Federal and State taxes based on employee's SPAR information, 7.5% contribution to the Part-time, Seasonal, Temporary (PST) retirement plan administered by the Department of Personnel Administration and 1.45% Medicare tax is deducted.

Class Code 1150 and 1151 student assistants have R11 union dues deducted.

#### RETIREMENT CONTRIBUTION REFUNDS:

In order to request a refund of retirement contributions, a Part-time, Seasonal, Temporary (PST) retirement plan participant must be separated from all CSU or state employment for 90 days. Refund forms are available in Human Resources.

#### WORK HOURS:

CSU regulations restrict student employment to a maximum of 20 hours per week. If a student works for more than one department, it is primarily the responsibility of the student and the supervisors to monitor and limit work hours in all departments to 20 per week. Employing departments are strongly encouraged to participate in monitoring student assistant work hours on a monthly basis.

#### BREAKS:

Students are entitled to take a fifteen minute break for every four consecutive hours worked. Rest breaks must be taken during the second or third hour of each four hour work period. Students must be given a minimum of a half-hour unpaid lunch break when scheduled to work six consecutive hours or more. Students shall not work more than eight hours in one day.

#### BENEFITS:

Student assistants are not eligible for employment benefits, such as paid holidays, sick leave, vacation credits, life and medical insurance.

Students are covered by Workers' Compensation in the event of a job related injury.

#### INJURY ON THE JOB:

All work related injuries to a student assistant, regardless of how minor, must be reported to the supervisor. The injured student should be referred to Student Health Services for treatment. The supervisor must complete a Supervisor's Report of Injury (P.O. Form 66) and forward it to Risk Management.

#### PERFORMANCE MANAGEMENT:

Supervisors are encouraged to initiate actions that will provide students with as enriching and engaging a work experience as possible in an effort to prepare students for future career endeavors. Performance assessment is crucial to a student's skill development. As a result, supervisors are encouraged to have on-going conversations with student assistants regarding job expectations and provide learning opportunities whenever possible. At the same time, students may be separated from their student assistant position when they fail to meet job expectations.

## SEPARATION:

Student Assistants are normally appointed on either a quarterly basis or fiscal year basis. Additionally, as stated in the "Conditions" section of this document, student assistant appointments are designated "at will" under which no probation or permanent status pertains. Student assistant appointments may be ended immediately at the discretion of the department supervisor.

To separate a student assistant either because s/he resigns or because s/he is not meeting job expectations, departments shall complete a Student Employment Action Form (SEAF). Mark the "Change of Status" box, and in the remarks section, the reason for separation [(i) employee discharge, (ii) employee resignation, or (iii) other] and the last day physically worked must be indicated. Completed separation SEAF's must be submitted to Payroll Services immediately in order to comply with state and federal regulations which require that:

*A student employee who is terminated by the employer must be paid wages earned immediately. A student employee who resigns from employment without giving notice must be paid wages earned no later than 72 hours from the date of separation. However, if the student employee provides the employer at least 72 hours' notice of his/her resignation, s/he is entitled to owed wages at the time of separation.*

Note: all final work hours must be reported to the online timesheet and approved by the appropriate supervisor.

## CLASSIFICATION GUIDELINES

### CLASSIFICATION LEVELS OF STUDENT ASSISTANT POSITIONS

The classification level of a position is determined strictly by the duties and responsibilities required to perform the job and not by the innate ability of an incumbent, the incumbent's longevity on the job, or the availability of departmental funding. A job description that briefly outlines the duties of the position should be developed and the level determined prior to filling the position. The job description should be kept on file in the hiring department should a Human Resources audit occur.

Some positions may change as students acquire more duties and responsibilities. In such cases, if the duties of the position fit into a higher classification, the pay level should be changed accordingly by submitting a SEAF with a description of the change. To determine the salary increase for a class change, refer to the guidelines under Salary Administration.

Three classification levels (Student Assistant I, II, and III) are provided to assist supervisors in making classification determinations. Each class has a separate salary range. The classification level must be determined by analyzing the duties and responsibilities of the position before any salary placement can occur. A general description and examples of duties within each class level are listed on pages 6 and 7.

STUDENT  
ASSISTANT I

Assignment does not require experienced or upper division student.

Job is learned relatively quickly and does not entail a great deal of responsibility. Uses common sense, general skills, and average knowledge.

Subject matter is routine and repetitious and can be learned after a brief orientation.

Work involves little or no independent judgment, problem solving, decision making or recommendations.

Works under immediate supervision.

EXAMPLES OF STUDENT ASSISTANT I  
DUTIES

Data entry; filing; receptionist duties; stocking shelves; delivering office supplies; sorting and delivering mail; shelving books; entry level grounds workers, custodians and general maintenance workers; trainees in laboratories and libraries; graders who utilize answer keys.

STUDENT  
ASSISTANT II

Works independently or with only general supervision.

May use specialized skills at a high level of competence.

Jobs are routine and require some prior experience, training or knowledge.

May be assigned a variety of tasks of above average difficulty or that require some experience, judgement, maturing, training or skill.

EXAMPLES OF STUDENT ASSISTANT II  
DUTIES

Cashiering; accounting; clerical; word-processing; trained grounds workers and custodians; graphics assistants; research/laboratory assistance; library assistants; tutors; lab assistants requiring skill and knowledge; reading of subjective material; Class II driving; entry level skills related to the trades; entry level computer operations; programming assignments.

STUDENT  
ASSISTANT III



CSUEB Human Resources

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Works independently using specialized complex skills at an "expert" level.

May supervise several student assistants with varying levels of expertise. May be assigned a variety of special or difficult tasks, or carry substantial responsibility for an entire program or project or a major segment of such program or project requiring judgment.

May be assigned academically demanding duties and responsibilities in a laboratory, research, or instructional support program which requires knowledge and understanding typically gained with a Bachelor's Degree in a relevant field.

### EXAMPLES OF STUDENT ASSISTANT III DUTIES

Advanced level research project leader; computer analyst/programmer; and computer network administration assistant.

### SALARY ADMINISTRATION

There are three separate salary ranges which correspond to the Student Assistant classifications. Each salary range has a minimum and a maximum rate. The pay rate within the salary range for the appropriate class level is determined by the Student Assistant Pay Scale.

Students shall be assigned a pay rate according to the current pay scales for student assistants.

New appointments should normally be placed at the minimum of the appropriate salary range. The supervisor should consider such things as unusual recruiting difficulties, the student's prior work-related experience, and specialized skills before appointing at a rate above the minimum of the range.

After successful completion of six months and 400 hours performing the same, or similar, type of work within a department, a student may be considered for an increase within their salary range. This increase is based solely on the amount of time a student has performed his/her current duties and on satisfactory work performance.

### STUDENT ASSISTANT LEVELS AND SALARY RANGES

Please go to the following link on the Payroll Office website for the current Student Assistant salary ranges: [Student Employment Action Form \(SEAF\)](#)

### INSTRUCTIONAL STUDENT ASSISTANTS

Please go to the following link on the Payroll Office website for the current Instructional Student Assistant salary ranges: [Student Employment Action Form \(SEAF\)](#)