

**PM 81-20**  
**9/23/81**

**David J. Karber, Vice President, Operations**

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## **Revised Policies and Procedures for Student Employment**

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Attached is a copy of Revised Policies and Procedures for Student Employment. It is effective as of September 16, 1981. All employment of students from that date forward should be consistent with this document.

You will note that the following changes are incorporated in the new policies and procedures:

1. Reduction of the appointment levels from four to three.
2. A uniform merit salary adjustment date; namely, the beginning of the February pay period.
3. New flexibility in calculating the student assistant 20-hour maximum.
4. New procedures for the certification of foreign student eligibility for employment and a requirement that a social security number or proof of application must be presented for one prior to employment.
5. Increased authority to the unit administrator in determining the appropriate level of employment.

Please share this document with the Department Chairs, Directors and other personnel who are involved with the hiring of student assistants.

CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLES  
POLICIES AND PROCEDURES FOR STUDENT EMPLOYMENT

I. Student Assistant Personnel Board

### **Introduction**

The policies and operating procedures for the employment of Student Assistants are established by the Student Assistant Personnel Board with the approval of the Vice President, Operations\*.

**\*Currently, the Vice President, Administration and Finance**

A. Composition of the Board

Permanent members of the Board are:

1. Director of Business Affairs\*
2. Director of Student Aid\*\*
3. Director of Staff Personnel\*\*\*
4. Director of Student Development
5. Dean of Education Resources\*\*\*\*
6. Dean of Program and Resource Administration\*\*\*\*\*

All permanent members of the Board may choose to designate a specific person as the representative for her/his unit.

Additional members appointed annually by the President are:

1. One faculty representative recommended by the Academic Senate
2. Two representatives from the student body
3. One instructional dean or designee

**Organization, Function and Responsibilities of the Board**

B. Organization

1. The Director of Student Aid\*\* will convene the first meeting in September to select a chairperson to serve through the new year.
2. The chairperson shall provide for the taking of minutes at all Board meetings.
3. The chairperson shall provide the Vice President, Operations\*\*\*\*\* and Dean, University College\*\*\*\*\*, with copies of the minutes and forward any recommendations for changes in the existing policy.

C. Functions and Responsibilities

1. To periodically review and revise, as deemed necessary, the policies and operating procedures. Suggestions will be solicited from the various segments of the

University community.

**\*Currently, Representative from Administration and Finance**  
**\*\*Currently, Director of Financial Aid**  
**\*\*\*Currently, Director of Human Resources Management**  
**\*\*\*\*Currently, Dean of the Library**  
**\*\*\*\*\*Currently, Associate Vice President for Planning and Resource Allocation**  
**\*\*\*\*\*Currently, Vice Presidents, Academic Affairs and Administration and Finance**

2. To review the Student Assistant Salary Schedule immediately following a Salary Range

Adjustment or at other times as deemed necessary to keep it commensurate with

duties performed and in line with salary schedules of comparable institutions of higher

education, but within the established salary range approved by the CSU Trustees.

Since Salary Range Adjustments are normally retroactive, the SAPB should

make every effort to review, recommend and secure approval of salary

schedule adjustments before the next payroll cut-off date (thus avoiding

unnecessary duplication of payroll reporting and increased workload for

payroll and departments).

3. To issue interpretative statements of policies or operating procedures when such

clarification is necessary.

4. To act as an appeals board in the following cases:

a. Violation of Student Assistant personnel policies or procedures.

b. Termination which the Student Assistant feels is unfair.

## II. Definition and Purpose of Student Classifications

A. The classifications for Student Assistant (Class Code 1870) and Work-Study student

(Class Code 1871) are established for positions filled by undergraduate, graduate,

summer session and extension students enrolled or accepted for admission. This

classification is used to assist the staff and faculty in work that may be performed in

any of the various offices or departments of CSUDH and its auxiliary organizations

(when such student employees are paid by State of California pay warrants).

B. "The Student Assistant classes (Class Codes 1870 and 1871) were designed for people who are primarily students and also work on campus part-time.

This is in contrast to persons who are full-time employees and part-time or sometime students. The Student Assistant's commitment to her/his studies is such that full time work is appropriate only when school is not in session.

C. The Student Assistant class is intended to provide a vehicle for students to work part-time while they are in school, partially to enable them to gain valuable experience related to their educational goals and partially to assist them with financial support during the period when they are in school. It is not intended that the Student Assistant classes be used when a position would be better covered by one of the established classes." FSA 81-13 (7-28-81)

D. These policies and procedures apply (except as noted) to all student assistants employed on campus. (Class Codes 1870 and 1871)

### III. Eligibility for Employment

A. To be eligible for employment, students must either be currently enrolled or accepted for admission,

B. Student assistants may continue to work during the summer or other periods when classes are not in session if they were enrolled the previous quarter.\*

C. Foreign students holding F1 visas may work as Student Assistants (Class Code 1870) provided they are enrolled full-time (12 units), maintain good academic standing, and would not displace an eligible resident. Certification required on the Student Assistant Application for Employment/Hiring Form. The employing unit will verify that an eligible resident is not being displaced and

the Foreign Student Advisor will verify enrollment and academic standing.

D. Eligibility for employment as a Work-Study student (Class Code 1871) is established by the Office of Financial Aid. A student securing such employment must present to the hiring supervisor a valid "Work Study Job Referral Card" (FA 524) before they may be employed. Work study students are subject to Federal Work Study guidelines which take precedence over any policy statements contained in this document.

#### IV. Employment Procedures

A. Administration of Student Assistant employment shall be in accordance with good management practices and the principles and practices of equal employment opportunity.

B. The heads of Administrative Units are responsible for the implementation of the classification and salary aspects of this policy. Classification standards are outlined below and are assigned salary rates at the beginning of each fiscal year.

C. The University Personnel Office\*\* is responsible for auditing the classifications and salary rates used by each Administrative Unit on campus for compliance with the standards established herein. The audits will be performed in accordance with the audit requirements of the Chancellor's Office. (Ten percent during the three-to five-year audit cycle.)

D. For each job for which an employing unit desires a Student Assistant, a Student Assistant Job Request Form (FA 501) will be completed by the employing unit and forwarded to the Student Aid Office.

**\*Currently, previous semester.**

**\*\*Currently, Office of Human Resources Management**

The employer copy of the Job Request Form (FA 501) will be returned to the supervisor listed on the form. Once an individual is hired, the FA

501 must be sent along with all other payroll documents through proper channels to the Payroll Office.

Regardless of the initial contact of the applicant, the employing unit must refrain from making an employment decision and appointment until a minimum period of five working days has passed since the public listing of the position. This will not only ensure equal employment opportunity but also increase the probability that the employing unit will have had the opportunity to consider the most highly-qualified applicants. For positions of two weeks duration or less the five-day posting requirement is waived.

E. Starting Date

A newly appointed student assistant should not start work until all of the necessary paperwork has been completed and approval(s) obtained. Foreign students with F1 visas must have prior approval from the Foreign Student Advisor.

F. Step Placement in Original Appointment

Students employed by the University for the first time will be placed on the first step of the salary schedule in the appropriate job level. Only in exceptional cases where, in the judgment of the employing unit, the student has gained skills and experience relevant to the job through previous employment, he/she may be placed on a higher step—but not to exceed the third step. In such cases, a form (Appendix A) justifying the advanced placement should be completed by the employing unit and forwarded to the Personnel Office.

G. Transfer and Re-Employment

In the event that a Student Assistant is transferred without a break in employment from one job to another with the same classification level, every consideration should be given by the employing unit to review any previous experience and satisfactory performance which may contribute to the effectiveness of services performed in the new position and justify placing that student at the same salary step he/she had attained in the previous job.

H. The Student Aid Office will assist students in solving employment problems.

V. Work Schedules

A. "When school is not in session due to quarter/semester breaks and summer Recess, Student Assistants may work up to a maximum of 40 hours per week but shall not be scheduled to work overtime. The Controller's Office will not issue payments to Student Assistants in excess of 168 hours for a 21-day period, not in excess of 178 hours for a 22-day pay period.

B. When school is in session, Student Assistants may work up to, but normally not in excess of, 20 hours per week. Under emergency or other unusual situations, it is permissible for Student Assistants to work up to 30 hours in a week. If Student Assistants work in excess of 20 hours per week on some occasions, there should be a balancing assignment in other weeks so that the overall average will not greatly exceed 20 hours per week. Campuses are to monitor instances of excessive weekly workloads for Student Assistants to insure conformity." (FSA 81-13 7-28-81)

C. Student Assistants are generally assigned to work up to twenty hours a week on a regular schedule worked out with the supervisor. Any deviation from the schedule must be checked with the supervisor.

D. When a student is assigned to work a four-hour period, he/she is entitled to a fifteen-minute break. Any shorter work period does not entitle the student to a break. The student should check with the supervisor when he/she wishes to take a break and report in when he/she has returned.

## VI. Compensation Plan

The salary rate for student employees is determined by comparing the duties and responsibilities assigned to the student's position with the classification standards detailed in Section VII below.

### A. Merit Salary Adjustment

In order to encourage continuing employment, the one-step salary increase (not to exceed the maximum step of the appropriate salary range) may be granted at the beginning of each February pay period provided that the student has been employed as a student by the current employing unit and in the same position during any two monthly pay periods of the past Fall quarter\*. Completion of the required period of service is not a justification for a step increase.

The supervisor is responsible for performing an evaluation of the Student Assistant prior to granting a merit salary increase.

The supervisor must discuss the evaluation with the Student Assistant and communicate to him/her the decision regarding the merit increase. If approved, the merit salary increase form should be completed and submitted to the Payroll Office.

To merit an employing unit's recommendation for a step advancement, the Student Assistant should:

1. Show increased understanding and ability to perform the duties of the job.

**\* Currently, Fall semester.**

2. Be cooperative and able to maintain good relations with others.
3. Perform the duties of the job in such a manner so as to exceed the minimum requirements of the quantity and quality of work expected.
4. Demonstrate responsibility in being punctual and at work as scheduled.
5. Demonstrate good supervisory ability (if applicable to the job).

**B. Promotion to Higher Job Level**

In the event that a Student Assistant is promoted to a job with a higher level, he/she will be placed on a step within that level which is at least equivalent to a one-step increase had he/she remained at the former level.



C. Fringe Benefits

Student Assistants and Work-Study Students are covered by Workers'

Compensation but do not accrue other fringe benefits including Holiday pay.

VII. Classification Standards for Student Employment

The following chart presents the classification standards established for student employees working for CSUDH. The purpose of these standards is to provide campus-wide consistency in distinguishing between the different levels of duties performed by student employees and to ensure that all students are classified and paid at equivalent rates for equivalent work. Student employers are responsible for assigning the appropriate classification level. The Personnel Office\* will review the classifications on a post-audit basis. Please remember that students are paid and classified for the specific job that each one performs. The job requirements determine the classification level. Classification decisions should not be made for budgetary reasons. If funding is not available, job duties should be revised downward or the position eliminated.

The following chart provides a general index of job characteristics. Review the specific tasks and responsibilities the position requires and identify the classification which has the predominant percentage of those characteristics. A given position may have elements from more than one classification level. The key factor is deciding what classification characterizes the overall job responsibilities.

EXCEPTIONS: Refer to Section IV F

**\* Currently, the Office of Human Resources Management**

Classification Standards

The following chart provides a general index of job characteristics. A given position may have elements from more than one classification level. Review the specific tasks and responsibilities the position requires and identify the level that has the predominant percentage of those characteristics.

Characteristics of Position

|                          | Class A     | Class I     | Class     |
|--------------------------|-------------|-------------|-----------|
| II                       |             |             |           |
| Class III                |             |             |           |
| A. Degree of supervision | Close       | Close       | Little or |
| no Little or no          | supervision | supervision | super     |
| vision supervision       |             |             |           |

|   |                   |                      |                      |
|---|-------------------|----------------------|----------------------|
| B. Length of training<br>month One quarter*<br>required<br>more or more                         | None              | Less than a<br>month | One<br>or            |
| C. Complexity of task<br>complex Complex<br>(i.e., independent<br>judgment, decision-<br>making | Menial            | Routine              | Semi-                |
| D. Physical<br>exertion<br>to Moderate to   | Light             | Light                | Moderate<br><br>heav |
| y heavy<br>D. Degree of special<br>or Moderate<br>skill, training or<br>experience              | None<br>Extensive | Minimal<br><br>none  |                      |
| F. Supervision of<br>other student employees<br>I Class II                                      | Normally          | Supervises<br>none   | Supervises<br>Class  |

Class A Key Characteristics: Short term projects requiring little or no training to perform tasks which do not require any special skills.

Class I Key Characteristics: Basic skills, knowledge or abilities; routine tasks

Under close supervision, perform work which requires a brief (i.e., one month or less) training period. The work is routine and involves simple clerical and/or manual tasks. No independent judgment or decision-making is required. The subject matter of the work is typically non-technical and can be satisfactorily performed by any student with entry-level skills. If applicable, physical exertion is light. Little or no special skills, training, or experience is needed to perform the duties. (Supervision of others is normally not required.)

\* **Currently, semester**

Class II Key Characteristics: Moderately developed skills, knowledge, or training; moderately difficult tasks

Under little or no supervision, perform tasks requiring a moderate (i.e., one month or more) training period. Job duties are semi-complex in nature (i.e., may require limited degree of independent judgment or decision-making). The work may be varied in subject matter and may require the ability to work under pressure. If applicable, physical

exertion may be moderate to heavy. Jobs in this classification require that the student possess a moderate degree of skill, special training, or knowledge which may be of a technical or administrative nature. (Supervision of other student employees at Class I falls into this class.)

Class III Key Characteristics: Advanced skills, knowledge or training; independent judgment or decision-making; complex tasks

Under little or no supervision, perform tasks which require extensive (i.e., one quarter or more) training. Job responsibilities are complex and require the application of skills or experience in a variety of problem-solving situations. Independent judgment and/or decision-making is characteristic. If applicable, physical exertion may be moderate to heavy. (Supervision of other student employees at Class II level falls into this class.)

#### VIII. Payroll Procedures

A. Student Assistant vouchers, which are available and published through the Payroll Office, and which verify the number of hours every student worked each day, are turned in to the Payroll Office according to the published schedule. The Student Assistant will be issued his/her check according to the published schedule, provided the time sheets and other documents are turned in correctly to the Payroll Office by the due date (normally the 23<sup>rd</sup> of each month).

#### B. Social Security Cards

All student employees, including aliens, must have a social security number. The student must go to any Social Security Office, in person, and bring with them current I.D., preferably one that contains their photo and signature. (Aliens must also bring their passport or any information relative to their entry, i.e., green card, application for immigration, visa, etc.) They will complete an application form and be given a receipt. Two copies of this receipt must be attached to the student's hiring documents when submitted to Payroll. When the student receives his/her Social Security number they must bring that number to the Payroll Office (ERC-B526).

Students will be informed that their continued employment depends upon their notifying the Payroll Officer as soon as the Social Security account number is issued.

Students who do not report a Social Security number by the end of the application period will not be permitted to continue work until the Payroll Officer receives this information. Allowing such students to continue their employment would violate established state policy.

#### IX. Retention

A. Student Assistant Work Study Student employment is temporary. Therefore a student employee may be separated at any time.

B. Once a student is hired, he/she should be considered for retention each quarter\* his/her work performance is satisfactory.

C. A student may be terminated immediately for any serious violation of departmental regulations or for any other legitimate reason (i.e., insubordination or unexcused absences).

D. A student assistant should be notified in writing of the problem in cases where the student is a marginal employee whose work is generally sub-standard or who violates minor departmental regulations.

This written notification or warning places the student on probation, and termination is recommended unless improvement is demonstrated within a stated time period. If a department head decides to terminate a student assistant, he/she should inform the student in writing, and notify the Student Aid Office.

**\* Currently, semester.**