

STUDENT EMPLOYMENT - GENERAL GUIDELINES

HUMBOLDT STATE UNIVERSITY

The below guidelines are for Student Assistants, Bridge Student Assistants and Student Assistant – Nonresident Alien Tax Status. These guidelines do NOT apply to Unit 11 academic student employees (Instructional Student Assistants, Teaching Associates and Graduate Assistants).

Eligibility

Student Assistants are non-represented classifications and permanent status cannot be achieved in these classifications.

Student Assistant (Job Class Code 1870)

1. A student must be enrolled in and regularly attending classes totaling at least 6 units if an undergraduate and 4.5 units if a graduate student.
2. Extended Education units can count toward the unit requirement, but students enrolled *only* in Extended Education units are not eligible.
3. Students may be paid as Student Assistants for all time worked in any month that falls wholly or partially within the academic term and during normal school breaks of five weeks or less.

Bridge Student Assistant (Job Class Code 1874)

1. Students who work during academic breaks and/or during academic terms when the student is less than a half-time student.
2. A continuing student must be enrolled at the University in the spring semester and plan to enroll at least half-time in the fall semester. The student need not be enrolled in any summer session classes.
3. A new student must be accepted at the University for the fall semester and registered at least half-time to be employed the prior summer.

Student Assistant – Nonresident Alien Tax Status (Job Code 1868)

1. This classification applies to students possessing either a J1 or F1 visa whose tax residency status is nonresident alien
2. Students must be registered as a full-time student in the current academic term.

Allowable Work Hours

1. Student Assistants are to work on a part-time basis. Work hours are to be flexible in order to accommodate the academic program of the student.
2. When school is in session, Student Assistants may work up to, but not exceed, 20 hours per week.

3. When school is not in session due to quarter/semester academic breaks and summer recess, Student Assistants may work up to a maximum of 40 hours per week but shall not be scheduled, nor permitted, to work overtime.

Appointments

Student Assistants may hold more than one student appointment as long as the total number of hours worked does not exceed 20 hours per week (40 hours during academic breaks and recess periods).

Pay Rate

Student Assistants are paid on an hourly basis and are not eligible for overtime pay, shift differential, stipends or commissions. The rate of pay should be determined by reviewing the following:

1. Prior related work experience.
2. History of work experience in the department.
3. Range and complexity of duties.
4. Knowledge and skill requirements.
5. Comparable to other students within the unit.

Graduating Seniors

Upon graduation, Student Assistants may work up to the last official day of the academic term. In addition, they are allowed to work as a Bridge Student Assistant for one term immediately following graduation, up until the day before the next term starts. For Student Assistants – Nonresident Aliens, refer to Department of Homeland Security duration of status requirements.

Rest Periods

Students should be scheduled to take a 15-minute paid rest period for every four consecutive hours worked. Students should be given a minimum of a half-hour unpaid meal period when scheduled to work more than five consecutive hours, unless a work period of not more than six hours will complete the day's work. The supervisor determines when rest periods are to be taken.

Employment Benefits

Student Assistants are not eligible to receive employment benefits such as health benefits, vacation, sick leave, holiday or any other paid time off, and retirement, except that Bridge Student Assistants are required to participate in the DPS PST Plan (Part-Time, Seasonal, Temporary Employee Retirement Program). Refer to attached Student Assistant Classification Matrix for details.

Safety/Workers Compensation

In accordance with Cal/OSHA regulations and University policy, student employees must be provided the required and appropriate safety training. Likewise, the department is responsible for providing student employees with all safety personal protective equipment required to perform their assigned tasks.

Student Assistants are covered during their working hours by workers' compensation insurance. It is essential that any job-related accident or illness is immediately reported to the supervisor. Additional information regarding Workers' Compensation is available from Human Resources.

Nondiscrimination

Humboldt State University (HSU) is committed to maintaining an inclusive community that values diversity and fosters tolerance and mutual respect. It is HSU's policy to provide equal opportunity for all persons regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, and veteran status. Insofar as Employees are concerned, this policy extends to all employment practices, including recruitment, selection, hiring, promotion, training, compensation, benefits, transfer, separation, and other terms, conditions, or privileges of employment. It also includes full and equal accommodations, advantages, facilities, privileges and services for all members of the campus community, as well as Third Parties. The complete Discrimination, Harassment and Retaliation Policy can be found at: <http://www.calstate.edu/eo/EO-1089.html>

At Will Employment Relationship

Students hired in Student Assistant classifications (Job Codes 1870, 1874 and 1868) at Humboldt State University are At-Will, meaning that either the student employee or the University can terminate the employment relationship at any time, with or without cause.

Performance Evaluation

It is generally helpful for lead workers or managers to let Student Assistants know, either formally or informally, how they are doing. The evaluation process can be used to identify the Student Assistant's strengths and weaknesses, and to reinforce job expectations. While not mandatory, a periodic written evaluation of their job performance is encouraged. The evaluation form can be found at: <https://humboldt.edu/forms/node/798>.

Separations & Resignations

Student Assistants are hired on an "as needed" basis and are not appointed for any specified period of time. Their employment is temporary and may be terminated at any

time by the supervisor or the Student Assistant. It is recommended that reasonable notice be given, if possible. A separation form does not need to be completed and a written separation notice to the Student Assistant is not required.

Separations

Fall/spring semester appointments automatically terminate at the end of the Spring Semester. Summer Bridge appointments automatically terminate at the end of the July pay period. No paperwork is required from the department.

1. If the Manager of a department decides to terminate a Student Assistant appointment prior to the automatic end date they should contact Human Resources to discuss the process in order to ensure appropriate steps are taken. Only managers (administrators) have the authority to terminate a Student Assistant's employment and they must be paid immediately on their date of separation. Examples of issues that could prompt advance notice that their employment is being terminated include:
 - a) Lack of work.
 - b) Absenteeism or tardiness.
 - c) Unacceptable quantity/quality of work.
 - d) Poor customer service.
 - e) Failure to follow directions or cooperate.

Final paycheck procedures when advance notice of separation is given to the Student Assistant:

- a) Inform the student when their employment will end.
 - b) Inform Payroll that the student's employment is being terminated.
 - c) Turn in the final Student Employee Time Voucher (Form PR-19) to Payroll at least 2 days prior to their last day.
 - d) Coordinate pick up of the final paycheck with Payroll so it is available at the job site for delivery on the last day of employment.
2. When there is a serious job performance issue and immediate need to remove the Student Assistant from the workplace, inform them that they will not be scheduled to work until the situation has been reviewed by Human Resources. After the decision to separate is confirmed with Human Resources, follow the final paycheck procedures listed below. The Student Assistant is not paid for the hours they were previously scheduled, but did not work. Human Resources will determine if the situation warrants referral to the Dean of Students. Examples of serious job performance issues that could lead to immediate removal from the workplace include:
 - a) Theft
 - b) Blatant insubordination
 - c) Deliberate time sheet hours misrepresentation
 - d) Violation of any harassment or sexual harassment rules or standards
 - e) Fighting or abusive language

- f) Threatening, hostile, or intimidating behavior
 - g) Immoral or indecent conduct
 - h) Serious violation safety rules/procedures
 - i) Suspicion of drug and/or alcohol use
3. Final paycheck procedures when the Student Assistant is not given advanced notice of separation:
- a) Prior to informing the student, notify Payroll that the student's employment is being terminated.
 - b) Turn in the final Student Assistant Time Voucher (Form PR-19) to Payroll at least 2 days (if possible) prior to termination date.
 - c) Include hours for the final day with a minimum of 1 hour if the Student Assistant is going to be informed at the beginning of their shift.
 - d) Coordinate pick up of the final paycheck with Payroll so it is available at the department for delivery on the last day of employment.
 - e) Notify the Student Assistant and give them their final paycheck

Resignations

1. 72 Hours' Notice or More – Final paycheck procedures:
- a) Ask the Student Assistant if they have direct deposit for their paycheck. Find out if they want their final paycheck directly deposited or would rather have a paper warrant.
 - b) The final pay check needs to be ready on their last day of work so inform Payroll as soon as possible after notice has been given.
 - c) Turn in the final Student Assistant Time Voucher (Form PR-19) to Payroll at least 2 days (if possible) prior to their last day. Include anticipated hours through the last day. Let Payroll know the Student Assistant's preference on direct deposit.
 - d) The final paycheck will be ready at the cashier's office for them to pick up, or direct deposit, on their last day.
2. No Notice or Less than 72 Hours' Notice – Final paycheck procedures:
- a) Ask the Student Assistant if they have direct deposit for their paycheck. Find out if they want their final paycheck directly deposited or would rather have a paper warrant.
 - b) Turn in the final Student Assistant Time Voucher to Payroll as soon as possible after the Student Assistant's last day. Let Payroll know the Student Assistant's preference on direct deposit.
 - c) Inform the Student Assistant that their paycheck should be available for pick up at the cashier's office in 2 days or, if they have direct deposit, it will be deposited in their account.