



Channel Islands
CALIFORNIA STATE UNIVERSITY

An aerial photograph of the Channel Islands campus, showing a large central plaza with a fountain, surrounded by green lawns, trees, and several large, light-colored buildings. In the background, there are rolling hills and mountains under a clear blue sky.

Student Employment Guidelines for Student Assistants/Work Study

Table of Contents

1.0	PURPOSE.....	3
2.0	DELEGATION OF AUTHORITY	3
3.0	ELIGIBILITY FOR APPOINTMENT	3
4.0	TERMS OF APPOINTMENT	4
5.0	HIRING PROCESS	5
6.0	HOURS OF WORK	6
7.0	PAYROLL PROCESS	6
8.0	HOW TO DETERMINE THE APPROPRIATE STUDENT ASSISTANT/WORK-STUDYCLASSIFICATION ...	6
9.0	SALARY RANGES	7
10.0	HOW TO DETERMINE INITIAL PAY RATES FOR NEW STUDENT EMPLOYEES	8
11.0	PAY INCREASES:	9
12.0	MERIT INCREASES:.....	9

1.0 PURPOSE

The purpose of this guide is to provide equitable and consistent hiring and salary administration for all students employed by the university. The plan is to be used as a guide in administering compensation for the student workers classified as Student Assistants or Work-Study Student Assistants.

2.0 DELEGATION OF AUTHORITY

Each department is responsible for administering the plan for the student employees hired in its department and monitoring the hours worked for each position. Departments that employ large numbers of Student Assistant/Work-Study Students may establish more structured guidelines on initial hiring rates to ensure consistency within the department, but campus-wide equity must still be maintained. Departmental guidelines are appropriate as long as the minimum standards identified in this plan are met and the range is not exceeded.

3.0 ELIGIBILITY FOR APPOINTMENT

To be appointed as a Student Assistant or Work-Study student, the student must be enrolled at California State University Channel Islands and be regularly attending classes during the semester of appointment. Work-Study student employees must have a Federal Work-Study award from the Financial Aid Office.

Employment as a student is secondary to pursuing a course of study. Student Assistant and Work-Study appointments are intended to provide an opportunity for students to work part-time while they are in school, partly to enable them to gain valuable experience related to their educational goals and partly to assist them with financial support.

The enrollment requirements are:

1. Undergraduate students shall be enrolled in a minimum of 6 units.
2. Post Baccalaureate Graduates shall be enrolled in at least 4 units in graduate-level courses.
3. Extended University courses may count toward the 6-unit requirement for Student Assistant employment if the student is enrolled with CSU Channel Islands and enrolled in accredited courses within Extended University.
4. Summer bridge appointments may be made if the student is enrolled for the spring semester and will be returning for the fall semester. In the case of a new student, they may be appointed to a bridge appointment if they are admitted for the fall semester following the bridge appointment and have been assigned a student id number.
5. Upon graduation students may work up to the last official day of the academic term. Students who have graduated during the spring term may work through the Summer Bridge period up until the day before the fall term begins. Students who have graduated in December may work up until the day before the spring term begins.

A minimum GPA may be required for some positions.

4.0 TERMS OF APPOINTMENT

Student Assistant and Work-Study student appointments are temporary. Students are paid on an hourly basis for actual hours worked. These appointments may be ended by notification to the student that he/she will no longer be scheduled to work. Termination may be made due to lack of work, lack of funds, or poor performance.

Student employees do not earn vacation, sick leave, or holiday pay. Jury duty is not compensated, and they are not covered by unemployment insurance. Student employees are, however, covered by workers' compensation.

5.0 CLASSIFICATIONS

Student Assistants work in various areas on and off campus and are distinguished into four main classifications:

Classification Title	Class Code (Job Code)	Used During
Student Assistant	1860	Fall/Spring terms
Student Assistant, On Campus Work study	1861	Fall/Spring terms
Student Assistant, Off Campus Work Study	1872	Fall/Spring terms
Bridge Student Assistant	1874	Summer Term
Bridge Student Assistant, On Campus Work Study	1875	Summer Term
Bridge Student Assistant, Off Campus Work Study	1876	Summer Term
Student Assistant – Nonresident Alien Tax Status	1868	All terms
Instructional Student Assistant	1150	All terms
Instructional Student Assistant, On Campus Work Study	1151	All terms
Instructional Student Assistant, Off Campus	1152	All terms
Instructional Student Assistant, Off Campus Work Study	1153	All terms

****Note:** *Student Assistant, Bridge Student Assistant, and Student Assistant-Nonresident Alien Tax Status are non-represented classifications. Instructional Student Assistants are part of Bargaining Unit 11: Academic Student Employees (UAW) and fall under all provisions within their collective bargaining agreement (CBA).*

Student Assistant – used during the academic periods where the student's status qualifies for the student FICA exemption. Incumbents in this classification do not pay Social Security or Medicare and are not enrolled in the Part-Time Seasonal Temporary Employees Retirement Program (PST) administered by Savings plus, a part of the California Department of Human Resources in lieu of Social Security.

Bridge Student Assistant – students employed during academic breaks (summer). Incumbents in this classification are required to participate in Medicare and a mandatory retirement plan (PST) in lieu of social security.

Student Assistant – Nonresident Alien Tax Status – for any student regardless of academic period who has a nonresident alien tax status and possesses a J1 or F1 visa. Incumbents are exempt from FICA and PST.

Instructional Student Assistant – perform teaching, grading, or tutoring duties for the majority of work hours in a given academic department or equivalent administrative unit over the course of an academic term. This classification is distinguished from other Student Assistant classifications by the nature of the work performed.

5.1 HIRING PROCESS

Hiring Process for Student Assistants (including Work-Study):

1. Department determines a need for a Student Assistant.
2. The department develops a position description (use the CSUCI Student Assistant PD form provided at the end of this plan) for the job opening.
3. The department submits the position description and additional job information via Handshake, which is accessible through the Career Development Services website at <https://www.csuci.edu/careerdevelopment/employers/recruit-at-ci.htm>, to complete the posting submission.
4. Students check the on-campus job postings on the myCI portal, Handshake, select On-Campus Employment for vacancies, and to review position descriptions.
5. Students upload resume, Student Employment Application and apply for position(s) as instructed by department or submit resume and Student Employment Application directly to the appropriate contact within the designated department.
6. The department reviews all applications and interviews selected candidates.
7. Hiring department removes job posting from the Career Development Services website.
8. The department selects a candidate to be hired and submits a copy of the Position Description, including the anticipated start date, the employee application, and the “ Student Employee Requisition/Personnel Action Request Form” to Human Resources. If the student claims to be Work-Study eligible, please confirm status with the Financial Aid Office at ext. 8530.
9. Upon receipt of the hiring documentation, Human Resources will contact the student to begin the onboarding process. Students should not be directed to contact Human Resources on their own or begin completing the new hire paperwork without direction from Human Resources. Either of these actions may delay the onboarding process.
10. The student must complete the onboarding process prior to the start of employment or no later than the first day of employment. Work performed before the completion of the onboarding process may not be compensable. A pay warrant will not be issued if the onboarding process has not been completed.
11. Human Resources notifies the hiring department when the student is approved to begin employment following the completion of the onboarding process.
12. Students must present evidence of eligibility to work pursuant to the Immigration Reform and Control Act (IRCA) at the time of sign in. Students must also provide an original Social Security Card for payroll verification.

6.0 HOURS OF WORK

When school is in session, Student Assistants may work up to but not in excess of 20 hours per week total in all positions. If the student has multiple jobs on campus, the combined hours worked cannot exceed 20 hours per week total. Employment outside CSU Channel Islands does not affect this total.

Under emergency or other unusual situations, it is permissible for Student Assistants to work up to 30 hours in a week. In these circumstances, however, there should be a balancing assignment in other weeks so that the overall average will not exceed 20 hours per week. For example, in week 1 the student works 25 hours, in week 2 they work 15 hours for a total of 40 hours over two weeks.

When school is not in session due to semester breaks, Student Assistants may work up to a maximum of 40 hours per week but may not be scheduled to work overtime. Overtime is defined as more than 40 hours per week. A schedule may exceed 8 hours a day provided the total for the week does not exceed 40 hours. The State Controller's Office will not issue payments to Student Assistants in excess of 168 hours for a 21-day period, or in excess of 176 hours for a 22-day period.

Generally, students shall be given a 15-minute paid break during a 4-hour shift and at least a 30-minute unpaid break for lunch during a 5-hour to 8-hour shift. The 15-minute break cannot be accumulated for lunch and cannot alter the normal work schedule.

7.0 PAYROLL PROCESS

Student Assistants are responsible for entering their time into the Time & Labor Self Service (TLSS) electronic time reporting tool (timesheet) that is accessed via myCI. At the beginning of each pay period, student employees are required to begin entering their time worked in the TLSS timesheet. Daily entry is recommended in order to ensure that the timesheet remains as up to date as possible. Reported time will be reviewed and approved by the employee's supervisor (or designated approver). Reported time can only be approved if the student worker "submits" their timesheet. Timesheets are to be submitted by the first day of the following pay period. If a student employee waits too long to enter their time for a pay period that has already passed, they run the risk of no longer being able to access the timesheet for that pay period.

Student Assistants will be paid on the 15th of every month. When the 15th falls on a weekend, paychecks will be distributed the Friday preceding the weekend of the 15th. Timesheets submitted after the published dates may result in delay of pay. Please note: Student Employees who work in the months of May and August as a Regular Student Assistant and as a Bridge Student Assistant, should complete a separate timesheet for each position.

8.0 HOW TO DETERMINE THE APPROPRIATE STUDENT ASSISTANT/WORK-STUDY CLASSIFICATION

There are four skill levels of student employees (Skill Levels I, II, III, and IV). Each skill level has a separate salary range. Skill levels of the positions must be made before any salary placement can occur. Departments are responsible for determining the appropriate skill level for student workers that they employ. To determine the appropriate skill level, the supervisor must analyze the tasks and level of responsibility assigned to the students. Descriptions of Skill Levels I, II, III, and IV positions are listed below. Please note: The job titles used in the examples are offered to provide assistance, but actual titles used by departments may vary slightly.

Skill Level I

Student employees assigned to Skill Level I positions work under immediate supervision. This means that the methods of performing tasks are well established and outlined or explained in specific terms. Assistance and/or guidelines are readily available if a problem occurs and work assignments typically involve standardized duties. The supervisor has responsibility for the assignment of work, the flow of work, production level, and provisions of proper instructions. Employees follow prescribed steps and refer unusual situations to a supervisor. Jobs that are assigned to this class do not require independent judgment, analysis, or decision making skills, and no previous experience or education is required. Examples: Cashier Trainee, Desk/Office Assistant, Games Assistant, Data Entry Operator, Mail Clerk, Lab Assistant, Receptionist, Stockperson, Intramural, Maintenance, etc.

Skill Level II

Jobs assigned to Skill Level II work under general supervision. This means that definite work objectives are set for the employee but methods of performing the tasks are frequently left to the judgment of the employee with occasional instruction or advice provided by the supervisor. The frequency of review by the supervisor depends on the difficulty and complexity of the assignment or on the impact or result of the work performed. While the supervisor is again responsible for the general assignment of work, less control may be exercised over the flow for work and instructions given may be more general in nature. The employee is responsible for the results of the work. Jobs assigned to this level usually require some previous experience, education, or specialized skill. Examples: Senior Desk/Office Assistant, Cashier, Peer Counselor Trainee, Lead Trainee, Web Design Assistant, Lab Assistant II, Senior Intramural, etc.

Skill Level III

Jobs assigned to Skill Level III receive general supervision, as described for Skill Level II; however, the jobs involve a broad variety of skilled tasks that require previous experience, education, or specialized skills. Frequently, jobs at this level will include the responsibility for coordinating the work of lower-level Student Assistants or the application of independent judgment and decision making. Jobs at this level should be those that require a significant amount of previous education or experience or those that work most independently with considerable authority for independent action. Examples: Shift Lead, Program Coordinator, Web Designer, Technology Support, Computer Programming, Research Assistant, Senior Lab Assistant, etc.

Skill Level IV

Student employees assigned to Skill Level IV positions receive either general supervision or specific supervision necessary to complete highly complex assignments that enhance the educational objectives of the department, the student population, or the academic research of the department. The objectives of assignments are defined by the supervisor and the methodology may or may not be prescribed; however, the nature of the methodology or the analysis of the process or results is designed and managed by the employee. Jobs at this level require specialized knowledge and previous experience, or the student has successfully demonstrated the ability to perform the judgment and skilled assignments representative of his/her field of study. The work is neither routine nor narrow in its scope of responsibility. The work is normally matched to the student's course of study at the senior or graduate level and the student is able to relate to students, faculty, administration, and staff in the performance of the assignments. Student employees at this level may direct the work of others and/or may be required to consult with others on- and off-campus. The work may require completion of the project/assignment from the initial concept through implementation and evaluation. Examples: Graduate Admin Assistant, Web Coordinator, Graduate Lab Assistant, etc.

9.0 SALARY RANGES

There are four separate salary ranges that correspond to the four skill levels of student employee assignments.

Each salary range has a minimum, midpoint, and maximum rate. All students assigned to a given skill level must be paid between the minimum and maximum rate for that skill level. Student employees cannot receive rates that exceed those listed on the salary range for their designated skill level. New student employees are those who are appointed to positions for the first time. Continuing employees are those who have held Student Assistant/Work-Study positions in the previous semester or are returning to a position after summer break.

10.0 HOW TO DETERMINE INITIAL PAY RATES FOR NEW STUDENT EMPLOYEES

When appointing a new student employee, the department should first decide whether the duties and responsibilities to be assigned fit in Skill Level I, II, III, or IV. After determining the appropriate level, the department then determines the employee's salary within the salary range for that skill level.

New employees should normally be placed between the minimum and midpoint of the range. To determine the appropriate initial salary placement, the department should consider such things as wages paid to other students for similar work, the student's special skills, and prior work-related experience. Possession of highly specialized skills or other special circumstances may qualify a student for initial placement above the midpoint if those skills are a requirement of the position.

Skill Level	Minimum	Mid-Point	Maximum
-------------	---------	-----------	---------

Skill Level I:

Under immediate supervision, performs routine tasks which can be learned relatively easily and require only nominal judgment, analytical, or decision-making skills. Previous experience, specific education, or specialized skills are not required.

Skill Level I Range \$16.50-\$17.50	\$16.50	\$17.00	\$17.50
--	---------	---------	---------

Skill Level II:

Under general supervision, performs routine and non-routine tasks which require considerable on-the-job training and/or specialized skills. Frequently jobs at this level require discretion in judgment and decision-making. Previous experience, education or specialized skills may be required to perform these higher level jobs.

Skill Level II Range \$17.00 - \$19.80	\$17.00	\$18.15	\$19.80
---	---------	---------	---------

Skill Level III:

Under general supervision, performs a variety of skilled tasks requiring previous experience and/or specialized education, or performs work requiring considerable discretion in judgment and decision-making, including responsibility for coordinating the work of a group of lower level student employees.

Skill Level III Range \$18.50 - \$21.65	\$18.50	\$19.83	\$21.65
--	---------	---------	---------

Skill Level IV:

Under general or job-related specific supervision, completes highly complex assignments requiring specialized knowledge and previous experience. The work is normally within the student's course of study at the senior or graduate level and the employee may direct the work of others, consult with others, both on- and off-campus, and may be responsible for the project/assignment from conception through implementation and evaluation.

Skill Level IV Range	\$20.00	\$21.89	\$23.78
\$20.00 - \$23.78			

Salary recommendations: Initial appointments normally do not exceed the mid-point of the range. Salaries at initial appointment that exceed the mid-point of the range must obtain prior approval from Human Resources.

11.0 PAY INCREASES:

Pay increases are to be provided to student workers only as a result of a change in duties (see below) or on the basis of merit. Pay increases are not provided solely based on class standing and/or length of time in the position. The rate of pay for a student employee should in no way be determined by the source of funds. All student employee salaries must fall between the minimum and maximum of the appropriate salary range. Equitable salary treatment is essential to the morale of student employees and requires that students performing comparable tasks receive comparable wages.

12.0 MERIT INCREASES:

Except as indicated in discussions on classification and promotions, student employees are not eligible for merit increases prior to the completion of six qualifying month's work in the Student Assistant/Federal Work-Study position. In addition, work performance must be evaluated and documented in writing as satisfactory or above by their supervisor. Completion of six qualifying month's service without documented satisfactory evaluation should not result in a merit increase. Merit increases typically do not exceed 2.5%. No more than one merit increase may be processed in a 12-month period.

To receive credit for one month's work, the student must work all of the hours of the regular weekly schedule established by the supervisor for at least two weeks out of the month. Time off during summer or months off as a result of intermittent assignments do **not** count towards completion of the six qualifying months of experience.

Example: If a student is hired on October 1 and works continuously for six months, they would become eligible for a merit increase on April 1 of the following year.

13.0 EVALUATIONS

Students should be evaluated once per term worked (fall, spring, summer). As employees that are not represented by a union, there are no guidelines as to timeline for evaluation but as stated in section 12.0 Merit Increases, students are not eligible for a merit increase if their work performance has not been evaluated and documented in writing during the six qualifying months of service before a merit increase. The exception to this are the Instructional Student Assistants, whose evaluations are governed by the Collective Bargaining Agreement (CBA) of their union.

Students are evaluated using the Student Assistant Employee Evaluation form located on the Human Resources website in the categories of Attitude, Communication, Confidentiality, Cooperation, Customer Service, Dependability, and Quality of Work on a scale from 1 to 5, with 1 being "Fails to Meet Expectations" and 5 being "Outstanding." The evaluation is signed by the student assistant, the immediate supervisor, and reviewed by the administrator (listed on the requisition). The student's signature on the form does not constitute agreement with the evaluation, only that the evaluation has been provided for their review. Completed evaluations can be emailed to Human Resources at hr.forms@csuci.edu or a physical copy may be delivered to the office. All evaluations are filed in the employee's personnel file and are considered confidential.



Channel Islands
CALIFORNIA STATE UNIVERSITY

POSITION DESCRIPTION Student Employment

Student's Name:

Department/Division:

Preparer's Name:

Preparer's Telephone:

Position Title:

Skill Level: Level I ☐ Level II ☐ Level III ☐ Level IV ☐

Salary: \$ /hr

Hours: hrs/wk

Purpose of Position:

Job Responsibilities:

Required Knowledge/Skills/Abilities:

Signatures:

Employee Signature

Date

Supervisor Signature

Date