

Student Assistant Employment Handbook



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Human Resources

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INTRODUCTION

Congratulations and welcome to your new job as a Student Assistant! Campus job opportunities are available to students in an effort to foster students' growth personally and professionally. We understand the challenge that many students face of having to work and at the same time attending school. We hope that this employment opportunity helps alleviate some of that load and allows you to thrive in your education! Student employment offers you a valuable work experience. We hope to coach and mentor our student assistants, to develop strong work habits, learn responsibility, time management and gain leadership skills that will afford great benefits in today's job market!

As a student assistant, you are a vital part of our university. This handbook will introduce you to our university mission, new-hire/re-hire paperwork, relevant student employee policies, expectations and codes of conduct. Policies, procedures and rules are subject to change without notice and without regard to prior policies, procedures or rules that were in effect at the time of initial employment. Please read it carefully and keep it for future reference!

Please proceed to page 4 to ensure you complete the **required** steps/documents needed for your employment as a Student Assistant. If at any point you have an issue or concern, please contact your direct lead or Human Resources for guidance at 559.278.2032.

MISSION STATEMENT

Our mission is to enhance the university community by attracting, retaining, and supporting a quality workforce in its effort to provide an excellent educational program for our students.

NEW HIRE/RE-HIRE PROCESS

Student assistants need to report to the Human Resources department prior to or on the first day of employment, to complete new-hire or re-hire paperwork. Please bring your original Social Security Card and documents that satisfy the employment verification I-9 form. To view the list of acceptable documents, please see below. Please note that we are **not permitted** to accept copies, faxes or laminated documents. *Re-hire paperwork is only required when there has been a break in employment for 1 year or greater.

Non-Residential Alien (NRA) Student Assistants

International students who have been hired as a NRA Student Assistant, are also required to provide their passport, I-94 and I-20/ISSP Work Permit. The hiring process varies slightly for international students, as not all visa types allow students to work in the United States. It is important that you visit the International Student Services & Programs Department located in the Joyal Administration Building - 256 or contact the department at 559.278.2782, with any questions or concerns.

Completing the I-9

Federal law requires Section 1 of the I-9 form to be completed prior to or on the first day of employment. Student Assistants **may not** perform any work or subsequently be paid for work performed prior to completing and submitting all required documents. If the required documents are not completed, the student assistant will be removed from the work schedule and the appointment could result in a termination. Below is the list of acceptable documents that the Student Assistant must bring to complete their I-9 requirements.

EXAMPLE: All US Born students can bring a form of ID (either School ID or State ID) and their original Social Security Card to complete their I-9 requirements.

EXAMPLE: All International students must bring the following items to complete I-9 requirements:

- 1) Foreign Passport
- 2) I-94 Form
- 3) I-20 Form
- 4) Social Security Card
- 5) Work Permit from ISSP Office.

LISTS OF ACCEPTABLE DOCUMENTS All documents must be UNEXPIRED		
Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.		
LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity AND LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-786) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record
	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

GENERAL STUDENT EMPLOYMENT INFORMATION

Nature of Employment (At-Will)

Your employment with Fresno State is voluntary and is subject to termination by you or Fresno State at will, with or without cause, and with or without notice, at any time. Due to student employment being temporary by nature, student employment is automatically terminated at the end of the academic year. Please coordinate with your lead for the availability of appointments (employment) for the upcoming semester or visit the Career Development Center webpage and view current jobs listed on HireTopDogs.

Purpose of Student Employment

The purpose of student employment is to provide students with a valuable experience related to their educational goals and assist with financial support to help meet the cost of attending college. In addition, student assistants provide useful supportive services to the various academic and administrative programs and departments.

Types of Student Employment

Student Assistant: Students who are hired through the campus employment program. This program is university-funded and enables undergraduate and graduate students to work part-time, on-campus regardless of a financial need.

Federal Work-Study (FWS): The Federal Work-Study program is a government-sponsored program that enables students to work part-time to help meet the cost of their education. Jobs may be located on or off campus. In order to be hired through this program, FWS recipients must have a financial need as determined by the Financial Aid Office.

Bridge Student Assistant (BSA): Bridge Student Assistants are students not enrolled in summer session and are employed more than 20 hours per week during the months of June and July.

Student Employment Eligibility Requirements

In order to be eligible for student employment, you must be a registered student and currently enrolled at Fresno State during the regular term Fall or Spring, whichever is applicable. Student assistants must be enrolled in at least six (6) units if you are an undergraduate student; four (4) units if you are a graduate student and you cannot be employed in a regular state classification.

In order to be eligible for continuing employment during summer session you need to have taken courses in the preceding spring and be accepted for classes in the following fall semester. The same notion applies for continuing employment during winter session, you need to have taken courses in the preceding fall and be accepted for classes in the following spring semester.

Entering students may be employed as student assistants, if they have received formal notice of admission to Fresno State. Graduating student assistants are allowed to work one term immediately following graduation, up to the day before the next term starts.

Work Hours (Limitations)

Student Assistants, including Bridge and Federal Work-Study programs are limited to a maximum of 8 hours per day and 20 hours per week when regular classes are in session. You may work up to 40 hours per week if you are not enrolled in classes during the following breaks: winter, spring, and summer.

Overtime: Student assistants do not qualify for overtime. In California, over time is consider more than 8 hours in a day and anything over 40 hours in the workweek.

Concurrent Appointment

You may be concurrently employed as a Student Assistant, Work-Study Student Assistant, Graduate Assistant and/or Teaching Associate as long as you don't exceed a combined total of 20 hours per week during a regular semester and 40 hours per week if you are not enrolled in classes on campus during spring, summer, or winter session. However, student assistants may not concurrently hold a staff position, lecturer/faculty position or two concurrent work-study positions.

Benefits/Workers' Compensation

Student assistants are paid for time worked. You do not accrue vacation, sick or holiday time nor are you eligible for health benefits. Please note that as a condition of your enrollment at Fresno State, you are automatically enrolled in the CSU-approved health insurance policy. The health premiums are a part of the Tuition and Mandatory fees for the semesters you attend. For services, please visit the Student Health and Counseling Center.

Student assistants who suffer an injury/illness on the job or due to his/her job, is entitled to Workers' Compensation benefits. If an injury occurs, you must immediately notify your lead or the Workers' Compensation Manager Tracey Garza at (559) 278-2125, of the work illness or injury.

ORIENTATION

Student assistants will receive their orientation and any necessary training from the designated lead within their department. Please keep in mind that orientation and training may vary from department to department.

Position Description

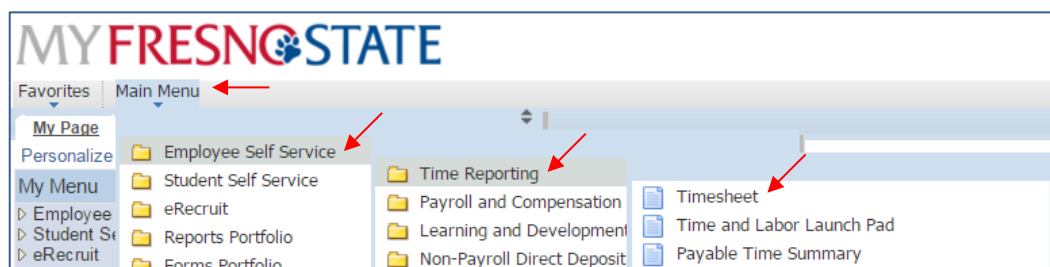
All student assistants will receive a position description from their designated lead. Understanding your job duties is a vital part of ensuring a successful work experience. Your lead will also go over what the needs are within the department and how they pertain to your role as a student assistant. We understand that this may be your first job, so if you are unsure of something please seek clarity from the lead.

STUDENT ASSISTANT PAY PROCESS

Reporting Hours Worked

Student assistants are responsible for entering their hours electronically:

1. Log onto **MyFresnoState**.
2. **Main Menu > Employee Self Service > Time Reporting > Timesheet.**



3. Once the hours are submitted, the department's timekeeper will review and approve.

Pay Period and Pay Day

The student assistant pay period is from hours worked in the previous month and the pay day is the 15th of the following month. If the 15th falls on a Saturday, paychecks will be available on the prior Friday. If the 15th falls on a Sunday, paychecks will be available the following Monday. Paychecks are located at the Cashier windows in the lobby of the Joyal Administration Building. Students must present a form of ID at the Cashier window in order to pick up any paycheck.

Direct Deposit

As a student assistant, you have the option to sign up for direct deposit. This form is a part of the new hire paperwork completed in Human Resources. The direct deposit does take 30-45 days to go into effect from the day the form is submitted. Once the direct deposit goes into effect, your check voucher will be sent to the department you work in for distribution.

Name & Address Changes

If you need a name change, please visit the Human Resources department. You will need to complete an Employee Action Request form and bring in the new social security card that reflects the new name.

If you need to update your address, please visit the Human Resources department as well. An Employee Action Request form must be completed to change an address for Payroll purposes.

STUDENT ASSISTANT RESPONSIBILITIES AND RIGHTS

Conduct

All student assistants are expected to follow acceptable business and professional principles in matters of business and personal conduct. The university expects all student assistants to adhere to the following general principles:

- Observe the highest standards of professionalism at all times.
- Perform responsibilities in a manner consistent with the university's values and ethical standards.
- Comply with all laws applicable to the institution.
- Treat everyone you meet in contact with, in a welcoming and respectful manner.

Unsatisfactory performance, work habits, or overall attitude, conduct or demeanor; violation of institutional policies, procedures or guidelines or any other behavior or conduct deemed inappropriate by the university or lead may result in termination of employment.

Dress Code

Student assistants should dress in attire that is appropriate for their particular position of employment. Please check with your direct lead to find out what the appropriate attire is for the specific department you are working in.

Meal Breaks & Rest Periods

Student assistants working more than six (6) hours in a day are required by law to take at least a ½-hour unpaid lunch break within the first five (5) hours of working.

Student assistants are entitled to a 15-minute rest period (break) for every four (4) hour interval worked or major fraction thereof. Rest periods are employer paid. Breaks may not be accumulated and used as excused time off. In some departments, leads may schedule rest periods. Please check with your immediate lead on how rest periods are scheduled.

Attendance

A vast majority of Fresno State departments depend upon student assistants daily. Your acceptance of the position on-campus does require you to have good attendance habits and to be punctual. Leads understand that you are a student first, but also need to be informed of your school schedule to ensure appropriate coverage within the department.

Communication of unforeseen absences due to illness or other uncontrollable circumstances should be addressed with the lead as soon as possible. If you have a planned absence, inform your lead in a timely manner for approval.

Personal Phone Calls/Cell Phone Usage

Personal telephone calls are discouraged and should be made during breaks or lunch time. However, we do understand that there are times when they are necessary during business hours. Therefore, student assistants should communicate with their lead about any situation that may require the use of their cell phone.

Parking

Student employees who wish to park on campus must purchase a student parking permit. Student employees are not eligible to park in employee parking lots/spaces.

Homework

Doing homework or studying while at work is prohibited unless permission has specifically been granted by your direct lead.

POLICIES AND PROCEDURES

Confidentiality & The Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law that guarantees the confidentiality of student records. Student employees must not, under any circumstances, release student information to anyone (including parents and employers), unless they have been instructed to do so by their lead. Student employees are expected to refrain from discussing student information with family or friends. Student assistants are not permitted to check into student records, unless it is a required function of the job.

Some student assistants may have access to sensitive and proprietary information. Due to the nature of certain information, student assistants who are in a sensitive position may be required to complete an Accurate Background Check and/or fingerprinting through Live Scan. If this is a requirement, your lead will inform of the appropriate steps to take. The protection of confidential business information is vital to the interests and the success of Fresno State. Confidential information should not be shared with anyone without expressed consent. As a student assistant, it is imperative that you understand the importance of confidentiality. If you have any questions or concerns in regards to confidentiality, please inquire with your direct lead.

Student employees who improperly use or disclose confidential information will be subject to disciplinary action, up to and including termination of employment and legal action.

Note: If your job requires you to access confidential information, your department lead will have you complete the *Student Employment Confidentiality Agreement*.

Background Check

Student workers must be background checked if they are performing work in which law requires a background check.

Positions in which background checks are currently required by law include, but are not limited to the following:

- Sworn CSU Police Personnel (California Government Code §1029 and 1031)
- Police Officer Cadets (California Government Code §1029 and 1031)
- Police Dispatchers (Commission Regulation 1959)
- Positions with direct contact with minor children at a camp operated by the CSU (Education Code §10911.5)
- Positions with access to stored criminal offender record information (11 CCR §703 and 11 CCR § 707)
- Positions with access to patients, drugs or medication (California Labor Code §432.7)

Equal Employment Opportunity (EEO)

Fresno State is committed to a respectful work and learning environment characterized by integrity, civility and ethical behavior by its faculty, staff, and students. The California State University does not discriminate in employment based on race, color, national origin, gender, age, marital status, religion, mental or physical disability, sexual preference, pregnancy, or special disabled veteran status (Vietnam era or other covered veteran status). A number of federal and state civil rights laws, rules, and regulations guarantees protection against unlawful discrimination or harassment in the work place, by executive orders, and by university policies. Fresno State's Policy Statement (in the Equal Employment and the Equal Opportunity Plan for Individuals with Disabilities, Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans) addresses equal opportunity in employment for students.

Fresno State is an Affirmative Action/Equal Opportunity Employer.

Harassment Policy

Title VII of the Civil Rights Act as well as Title IX of the Education Act prohibit harassment based on sex. Sexual harassment is a violation of Section 703 of Title VII. Sexual harassment refers to the unwanted imposition of sexual attention usually in the context of a relationship of unequal power, rank, or status, as well as the use of one's position of authority in the university to bestow benefits or impose deprivations on another. This applies equally to all students, staff, faculty, and managers at California State University, Fresno. Harassment includes verbal, nonverbal, and/or physical conduct that has the intent or effect of unreasonable interference with individuals' or groups' education or work performance. This may also include actions that create an intimidating, hostile, or offensive working or learning environment. Both men and women can be the victims of sexual harassment.

Students who believe they are victims of sexual harassment should contact the Office of the Vice President for Student Affairs and Dean of Students, (559) 278-2541. The staff can explain the complaint procedures available to students on our campus. For more information about the complaint process, please contact Marylou Miller, Associate Vice President of Human Resources, (559) 278-2364. Other resources include the deans and associate deans who are trained to respond to inquiries.

****Required Training:*** Student assistants are required to complete the *CSU: Preventing Discrimination and Harassment for Non-Supervisors* course. If you do not receive notification to complete the required training, please advise your lead.

Tobacco-Free, Smoke-Free, & Vapor-Free Workplace Policy

Fresno State's commitment to student success extends beyond the classroom, and we strive for a safe and healthier environment for which students, faculty, staff, and visitors can learn, teach, work, and think. Thus Fresno State is now a 100% tobacco-free, smoke-free, and vapor-free campus.

Drug-Free Workplace Policy

Fresno State complies with state and federal drug abuse regulations including the Drug Free Workplace Act of 1988. It is against Fresno State policy to unlawfully manufacture, distribute, dispense, possess or otherwise use a controlled substance in the workplace. Student assistants found to have violated this policy will be subject to disciplinary action up to and including termination. At the time hire, Student employees will be provided the Fresno State drug-free workplace policy at the time of hire. The student assistant will be required to certify his/her understanding of the policy by signing an employee certification form.

SAFETY

General Code of Safe Practices

It is the policy of Fresno State that everything possible will be done to protect employees, customers and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee, including student assistants. Please do your part to ensure the safety of yourself and colleagues. The Safety Coordinator with in your department will provided you a copy of the general code of safe practices during your new hire department orientation.

It is important to become familiar with what the emergency and evacuation procedures are for your area. Although these situations may never arise during your employment, you should know what to do and what is expected of you in the event of an emergency.

Safety Awareness

In fulfilling the responsibilities of your new position, you may become aware of safety problems such as heavy boxes stacked too high, cracks in flooring, or other potential hazards. Inform your lead immediately of the problem so that steps can be quickly correct it. If you believe that an unsafe working condition exists in your work area, notify your immediate lead and/or the Environmental Health and Safety, Risk Management & Sustainability Administrator at 559.278.7422.

EMPLOYEE CONCERNS

You are a valued part of our team! We want you to enjoy your work experience and gain the experience that will benefit your future. We encourage you to keep us informed should you have any concerns about your employment, or should you encounter any work-related problems that need to be addressed.

If you have any concerns, questions, complaints, and suggestions, please inform your lead and/or department manager. We want to ensure that we have the opportunity to take immediately action and address concerns. Informing us early on will help us initiate an interactive process that will bring about a timely resolution.

In the event that a work-related problem cannot be resolved with or by your lead or department manager, please contact the Human Resources department at (559) 278-2032.

CONCLUSION

Welcome to the team! We hope you find the information in this handbook helpful during your employment with Fresno State. If you have additional questions, please reach out to your direct lead or Human Resources at (559) 278-2032.