



## **Student Employment Guide for Hiring Departments**

### **Purpose of the Guidebook**

The purpose of this guidebook is to provide comprehensive information about the various student employment programs at San José State University. You will also find information on federal, state, CSU and campus employment laws, practices and policies for these programs.

No guidebook can answer every question, so if you have additional





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**B. Federal Work Study (1871, 1872)**

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preparation of course materials; participating in the evaluation of students' work; tutoring students; and other related work.

- o Graduate Assistants are provided part-time employment and practical experience in fields related to their advanced study and provide professional non-teaching assistance to faculty members.

**c. Teaching Associate (2324, 2353, 2354)**

- o Teaching Associates are provided part-time employment and practical experience in fields related to their advanced study and provide professional non-teaching assistance to faculty members.

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Visit [Post Opportunities](#) to post student job opportunities on the Career Center's Handshake application. You may also contact the Career Center at 408-924-6031 if you have any questions about the process. ***Ensure that all duties and responsibilities for the Student Assistant position are not considered bargaining unit work. When in doubt, contact your [Recruiter](#).*** Instructional Student Assistants, Teaching Associates, and Graduate Assistants are appointed positions and part of UAW Unit 11. Application templates and job

**After Offering the Position**

Once the position has been offered and accepted, ask the Student

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The form goes through a workflow process. An email will be sent to the person listed as the Approver on the form for review/approval. This can be a Department Chair, MPP, or even the Admin/UP Contact completing the form.

The duties of the Student Assistant must be categorized into the following options: Athletics, Classroom/Lab Support, Food Service, Office Support, Research Related, Safety, Student Life, and Technical Support. Multiple

Categories can be entered and percentages can be assigned that add up to 100%.

The Admin/Contact will receive notification emails when the form is submitted and processed or needs updates.

**Nepotism**

A direct supervisor whose employee is considered an immediate family member may not make any decisions regarding personnel matters, such as assigning work, scheduling, or approving time off requests. For more information, please refer to CSU's Nepotism Policy – [HR 2004-18](#).

**Allowable Work Hours**

When classes are in session, a Student Assistant and Instructional Student Assistant may work up to, but not in excess of 20 hours per week (collectively if appointed to concurrent jobs).

When classes are not in session (i.e. summer break) a Student Assistant and Instructional Student Assistant may work up to, but not in excess of 40 hours per week.

If the Student Assistant is taking any course credits during the summer, then the Student Assistant's allowable

**Overtime**

Overtime is defined as work in excess of 40 hours in a work week. A Student Assistant shall not be scheduled to work overtime. In the event the Student Assistant works overtime with or without the supervisor's approval, the department must (i24d( 3 (t)-6.6(s)-1i0.3[Rp(h5 (r)]TJ

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Below is a chart to determine Student Assistant rest and meal period guidelines:

<b>Actual Hours Worked</b>	<b>Rest Period (paid 15 minutes)</b>	<b>Meal Period (unpaid/minimum of 30 minutes)</b>
Up to 3.5 hours	No	No
Up to 4 hours	Entitled to (1)	No
Up to 5 hours	Entitled to (1)	No

Entitled to (1)\*

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Before a Student Assistant drives a university vehicle including electric carts, or a privately owned vehicle on university business more than once per month, she/he must complete a defensive driving course and adhere to Risk Management's policies and procedures.

Training information, policies and procedures, and forms are available on the [Risk Management website](#).

Questions should be directed to

Establish a specific work schedule

An electronic or written schedule may pr[(p)-.5 Tc 0.005 Tw 1.627 056-3.72g3.c -0.002 Tw I 6



Disclaimer: University Personnel employees are not trained to give tax advice about individual tax filing. For complete and accurate information about tax filing, please refer to the IRS and CA Franchise Tax Board websites (<http://www.irs.gov/>, <https://www.ftb.ca.gov/>), or consult a tax professional.

**B. Department's**

**Role Payroll**

Confirming and approving the hours the Student Assistant ha (a)-4.5(t)0H Tc 70 Tw 1.59 0 Td( ) T

[Policy](#) prohibits not only sexual harassment, but harassment based on race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, genetic information, marital status, sex or gender, gender expression or gender identity, age, sexual orientation, military or veteran status, or any other basis protected by federal, state, or local law or ordinance or regulation. All such harassment is unlawful and will not be tolerated.

All new employees, including Student Assistants and ASEs, are required to complete the following online training sessions through [CSULearn](#), the University's employee training platform. Student Assistants will be enrolled in the training soon after their appointment is processed and will be notified via email from [CSULearn@sjsu.edu](mailto:CSULearn@sjsu.edu).

CSU - Injury and Illness Prevention Program - one time course

CSU: Preventing Discrimination and Harassment for Non-Supervisors – required every two years

CSU's Gender, Equity & Title IX - required every year

Data Security and FERPA - required every two years

Hazard Communication Cal/OSHA - one time course

For additional information, please see [Discrimination & Harassment Complaints for Employees & Third Parties](#).

When a Student Assistant approaches their supervisor or manager with a claim of discrimination, harassment, and/or retaliation, it is the supervisor or manager's responsibility to take action. When in doubt, report.

The responsibility may include interviewing the Student Assistant to gather as much information as possible about the claim, such as any physical evidence and witnesses, and/or referring the Student Assistant to the Office of Employee Relations: [equal-employment@sjsu.edu](mailto:equal-employment@sjsu.edu) or 408-924-3136.

- Academic Student Employees are governed by the Unit 11 Collective

**B. Employee Relations**

Departments should foster positive, respectful, and harmonious working environments and relationships.

It is highly encouraged that the Student Assistant follows the outlined protocol when there is a concern/complaint:

The Student Assistant brings the concern/complaint to their lead/direct supervisor for a resolution.

If a resolution is not met, the Student Assistant may then bring their concern/complaint to a higher administrator (i.e., manager, director) and/or University Personnel.

The Student Assistant can also bring their concern/complaint to a higher administrator and/or University Personnel if the Student Assistant is not comfortable with their direct supervisor. Based on the severity of the situation and circumstances surrounding the concern, the lead/direct supervisor may need to include an appropriate administrator (i.e. Manager, Dean, AVP) and/or University Personnel to assist with the situation.

Academic Student Employees, are governed by the Unit 11 (UAW) Collective Bargaining Agreement and have their own [grievance procedure](#).

It is best practice to facilitate the resolution of the concern/complaint in a fair, objective and timely manner.

**E. Corrective and Disciplinary Action**

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**VI. Forms, References and Links**

**A. Forms**

- [CSU Student Payroll Action Request](#)
- [Employee Action Request](#)
- [Hourly Time Sheet](#)
- [Student Assistant Appointment Form via OnBase](#)
- [Student Employee Evaluation](#)
- [CSU Student Assistant Salary Schedule](#)

**B. References and Links**

- [Assisting Students in Distress](#)
- [California State](#)