

## Student Assistant Guide

It is the practice of California State University Maritime Academy to provide equal opportunity to all employees including its students and to comply with all applicable federal, state, and CSU employment policy. The purpose of the Student Assistant Guide is to make available established standards, priorities, and guidelines for supervisors and students employed on-campus. The term "student assistant" is interpreted as any student employed on campus other than those covered in bargaining unit 11 or the Instructional Student Assistant.

Student employment on campus provides useful supportive services to the various academic and administrative programs and/or departments, offers students valuable experience related to their educational goals, and assists with the financial support to help meet the cost of attending college.

### Eligibility, Job Codes, and Restrictions

Student Assistants must be enrolled at CSU Maritime Academy in the required number of resident units and have completed the hiring process in Human Resources before they may begin working. Extended Education classes do not apply toward Student Assistant employment eligibility.

Student Assistants are temporary employees. Their employment may be ended at any time for mandatory departmental needs, unsatisfactory performance, or other appropriate reasons. Fall/Spring semester positions automatically terminate at the end of the semester. Summer positions automatically terminate the day before the semester begins.

### Job Codes

#### Fall/Spring Semester

**1868: International Student Assistant**

**1870: Student Assistant**

**1871/1872: Work Study Student Assistant On-Campus/Off-Campus**

**1880/1881: LAEP Work Study On-Campus/Off-Campus**

- ✓ Must be enrolled in 6 or more units
- ✓ International students must be enrolled in 12 units, unless they have a reduction in course load on file.
- ✓ May work up to a total of 20 hours per week (this includes concurrent Student Assistant, Instructional Student Assistant positions)
- ✓ May concurrently hold more than one part-time Student Assistant position and each position may have the same or different rate of pay.

#### Summer Session

**1874: Bridge Student Assistant**

- ✓ Must be enrolled in 1 to 5 units during Fall and Spring semesters or 0 to 5 units during Summer session
- ✓ Cannot work over 40 hours per week (this includes concurrent positions).
- ✓ If a Bridge Student Assistant has more than one position, the other position(s) must also be classified as Bridge Student Assistant.

## Required HR Paperwork

All students interested in being employed on-campus must apply via [CHRS Recruiting](#). Upon hire, Student Assistants are required to complete and submit the required HR Paperwork electronically prior to the start of employment, which includes the following:

### New Hired Student Assistants:

- Student Payroll Action Request (SPAR)\*
- Employee Action Request (EAR)\*
- Employment Eligibility Verification (I-9). This is done through Tracker I-9 online
- SSA-1945
- CalPERS Reciprocal Self-Certification Form\*
- Mandated Reporter Form (Only complete if hired in the following depts.: Athletics, Housing, HR, Police Dept., and Community Engagement)
- [Directed Deposit Enrollment Form \(Optional\)](#)
- Confidentiality Form

### Rehired Student Assistants

- Please connect with your direct supervisor at the beginning of the Academic Year if you would like to be rehired in the same job and the same department.
- Employment Eligibility Verification (I-9), if expired. This is done through Tracker I-9 online

***\*The SPAR is completed during the Academic Year. The EAR and the CalPERS Reciprocal Self Certification form is completed during Bridge (summer) employment.***

Student Assistants may not begin working until all paperwork is submitted. **NOTE: Social Security Card and a photo ID are required for new hire Student Assistants.** All student employment forms can be found on the [Student Employment webpage](#).

## Address Changes

It is important that student employees update his/her address in Peoplesoft **AND** complete a CSU Student Payroll Action Request Form (SPAR) and submit to Human Resources.

Student employee's most recent address is referenced for W-2 distribution; therefore, it is important for student employees to update their address immediately using a permanent mailing address, not his/her residential hall address.

## Name Changes

Human Resources needs to be notified immediately of name changes. The student employee must present an original Social Security Card listing his/her new name and complete a CSU Student Payroll Action Request Form (SPAR) and a new Employee Eligibility Verification (I-9) and submit to Human Resources.

## Uniform and Grooming Standards

Students must adhere to the Uniform and Grooming Standards as listed in the [Student Handbook](#).

### Scheduled Time Off and Tardiness

It is expected that Student Assistants arrive to work on-time and receive necessary approvals in advance for time off. There may be circumstances that will require unscheduled time off (such as emergencies or illnesses). It is important that you notify your Supervisor or Manager as soon as possible.

### Meal and Rest Breaks

An unpaid meal period of no less than 30 minutes is required for a work period of more than five hours.

A rest break of no less than 15 minutes is required for every 4 hours to be taken in the middle of the work period. Breaks are scheduled by the Hiring Manager/Supervisor, based on operational needs. The rest break is paid time; you do not sign out and back in on the timesheet. No rest period is necessary if total daily work time is less than 4 hours.

### Payroll Procedures

Student Assistants are required to enter their work hours worked via Peoplesoft by the end of the payroll period. The time report is approved electronically by authorized timekeepers and approvers. The guide is available on the [CHRS Page under Training Resources and Job Aids](#)

**If you are unable to enter your time into Peoplesoft, contact your supervisor first.** For questions regarding pay please contact Payroll at 707.654.1021.

The student payroll calendar, with paydays, inclusive dates of the pay period, can be found on the [Human Resources-Payroll Services web page](#).

Student Assistant pay warrants and/or checks are released by the Cashier's Office in the Student Services Building on the scheduled payday. When picking up their check, students will be asked for the last four digits of their social security number and must present a photo ID.

### Direct Deposit

Direct deposit is available for Student Assistants. Once you have received your first paycheck, you have the option to enroll in Direct Deposit. To sign up, contact Payroll Services at 707-654-1021 or visit their office located in the Administration Building.

### Retirement Contribution Refund

The earnings of a Bridge Student Assistant (Job Code 1874) are subject to mandatory retirement contribution of 7.5%. These Student Assistants may apply for a refund of retirement contributions when they have separated from all CSU or state employment for 90 days. The information for payment of funds can be found on the [Savings Plus website](#).

### Chemical Safety in the Workplace

CSU Maritime Academy provides employees with a safe working environment. Each employee is responsible for following departmental procedures for personal protective equipment and proper handling and use and/or disposal of chemicals. The Risk Management Department provides specific guidelines to help departments comply with regulations. Questions/Concerns regarding chemical safety should be directed to your supervisor or Craig Dawson, Manager Environmental Health and Safety: 707.654.1076 or [cdawson@csum.edu](mailto:cdawson@csum.edu)

### Worker's Compensation

CSU Maritime Academy is committed to providing its employees with a safe working environment. If you are injured on the job you are automatically covered by Workers' Compensation insurance, at no charge. Workers' Compensation benefits include payment for all approved medical treatment, time lost from work, permanent limitations in work capability resulting from the injury (permanent disability), and rehabilitation and death benefits. If an injury occurs, the priority is for the well-being of the injured employee. This priority takes precedence over all other considerations. If you are injured on the job, you must follow the required procedures below:

1. For a minor or non-life-threatening injury/illness, stop working and immediately report it to your supervisor. For a serious or life-threatening injury/illness, call 911 to report the emergency.
2. Your supervisor will provide you with the appropriate forms to be completed within 24 hours of onset of injury/illness: DWC-1 Form, Employee's First Report of Injury/Illness. You will be provided with the Employee's temporary receipt and the Employee's copy of this form.
3. You will be sent to a designated medical facility for examination and treatment.
4. If you prefer to be treated by your own physician, you must notify Human Resources before work-related injury/illness occurs.

### Drug-Free Workplace

It is CSU Maritime Academy's policy to maintain a drug-free workplace. In compliance with the Drug-Free Workplace Act of 1988 (Public Laws 100-440 and 100-690), CSU Maritime Academy has adopted the following policies:

1. The unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the workplace.
2. Employees who violate this prohibition are subject to disciplinary action as deemed appropriate, up to and including termination.
3. As an on-going condition of employment, employees are required to abide by this prohibition; and notify Human Resources of any criminal drug conviction they receive for a violation occurring in the workplace. Notification must be provided no later than five days after such a conviction.
4. If an employee receives such a conviction (see #3 listed above), the University shall take appropriate personnel action against the employee, up to and including termination; or require the employee to participate satisfactorily in an approved drug-abuse assistance or rehabilitation program.

### **Employee Relations**

CSU Maritime Academy values the contributions of its Student Assistants and strives to provide a positive working environment where all employees contribute to the success of our University. In this effort, Student Assistants are encouraged to consult their immediate supervisors or department manager with questions or concerns relating to any aspect of their job, including duties and performance.

Please be aware that consultation with your immediate supervisor will be treated with confidentiality, however your supervisor may need to consult with other resources depending on the nature of the concern/issue. Concerns may also be directed to Marie Hernandez in Human Resources at [mhernandez@csum.edu](mailto:mhernandez@csum.edu) or 707.654.1138.

### **Non-Discrimination and Prevention of Harassment**

CSU Maritime Academy is guided by the perception that in no aspect of its programs or employment shall there be difference in the treatment of persons because of race, gender, creed, color, religion, sexual preference, national origin, age, marital status, pregnancy, veteran's status, or disabling condition. Equal employment and educational opportunity is observed in the administration, housing, and education of students; in policies governing programs and extra-curricular activities; and in the employment of faculty, staff, and students. Additionally, this University is committed to maintaining a working and learning environment that is free from sexual harassment. Concerns should be directed to Marie Hernandez in Human Resources at [mhernandez@csum.edu](mailto:mhernandez@csum.edu) or 707.654.1138.