These guidelines are intended to provide information about student employment at Sonoma State University for Student Assistants (Regular or Bridge), Work Study Student Assistants, and International Student Assistants. Please contact Human Resources, 664-3100, if you require additional support or have questions that are not covered by the guidelines herein.

This information does not cover Instructional Student Assistants, Teaching Assistants, or Graduate Assistants. For more information regarding Instructional Student Assistants, Teaching Assistants, or Graduate Assistants, please contact the Office of Faculty Affairs, 664-2192.

Quick Links

- Recruiting and Hiring Student Assistants
- Employment Eligibility, Concurrent Appointments & Job Codes (Includes restrictions and maximum hours)
- Payroll Procedures
- Pay Rates & Increases
- Student Assistant Evaluation
- Separations & Resignations
Recruiting and Hiring Student Assistants

Standard Procedures to Recruit and Hire Student Assistants

1. Advertise Student Assistant positions on Career Services website, www.sonoma.edu/career/.
2. All new Student Assistants employed must fill out a Student Employment Application (SEA), located at www.sonoma.edu/hr/forms/.
3. Verify student’s enrollment status and, if relevant, the work study status before hiring student.
4. Assign a salary rate for student work after careful review of the job duties. See Pay Rates & Increases section for determining pay rates.
5. Complete a Student Employment Form (SEF), located at www.sonoma.edu/hr/forms/.

Student Sign-Up (for new Student Assistants)
A sign-up is required prior to beginning work for new Student Assistants or returning Student Assistants who have not worked at SSU within the past three years. The student must bring their SEF and SEA to one of the schedule sign-ups.

Students may view the sign-up schedule, requirements and complete employment forms online at www.sonoma.edu/hr/es/student_assistants/resource_student.

New Student Assistants may not begin working until they present their Appropriate Administrator or Supervisor with a Student Employment Authorization and Checklist given to them at the completion of the sign-up. This form authorizes the student to begin work and may be used as a guide for a department orientation on the student’s first day.

Department Orientation and Work Schedule
Conduct a department orientation using Student Employment Authorization and Checklist as guide and arrange a work schedule with the student, which would include the following:

a. Meal Periods – A meal period of no less than 30 minutes is required for a work period of more than five hours. However, if the total work time for the day does not exceed six hours, the meal period may be waived by mutual consent. Meal periods are not considered paid time, and must be signed out and back in on the time vouchers.

b. Breaks - No less than a 10-minute rest break for every 4 hours or major fraction thereof, to be taken in the middle of the work period. Breaks are scheduled by the Appropriate Administrator, based on operational needs. The rest break is paid time; the students do not sign on their vouchers.

c. No rest period is necessary if total daily work time is less than 3 ½ hours.

Supervision
SSU is a non-telecommute campus and Student Assistants must have direct supervision.
Employment Eligibility, Concurrent Appointments & Job Codes

Eligibility for Employment
Student Assistants must be enrolled at Sonoma State University in the required number of units and have completed the sign-up process at Employment Services (located in Salazar Hall, room 2078) before they may begin working. Extended Education classes do not apply toward Student Assistant employment eligibility.

Upon withdrawal from all classes, the student cannot remain in a Student Assistant position. Fall/spring semester positions automatically end in mid-May. Summer positions automatically end in mid-August.

Graduating Senior Students
Graduating Student Assistants may work one term immediately following graduation, up until the day before the next term starts, as a Bridge Student Assistant. For example, Student Assistants graduating in the spring term may work through the summer period up until the day before the fall term begins. International Student Assistants should refer to Department of Homeland Security duration of status requirements.

Concurrent Appointments
Students who are employed on campus as staff or faculty may not be concurrently employed in a student classification.

Teaching Associates appointed half-time or more may not be appointed concurrently in another classification. However, if appointed for less than half-time, Teaching Associates may be appointed concurrently in another student classification, up to a combined total of approximately 20 hours per week while enrolled in classes.

Graduate Assistants may be appointed in another student classification up to a combined total of approximately 20 hours per week while enrolled in classes.

Student Assistants working in job code 1874 (Bridge Student Assistant) may not be concurrently employed in any of the other four classifications of Student Assistants (job codes 1870, 1871, 1868) or as an Instructional Student Assistant.

Student Classifications and Job Codes
Student Assistants work under direct supervision and perform administrative, clerical, manual, skilled, technical or other duties ranging from routine to advanced.

There are four job codes for Student Assistants: 1868, 1870, 1871, and 1874. All four job codes apply to temporary employment for current SSU students. These classifications are non-represented and permanent status cannot be achieved.
Students may concurrently hold more than one student appointment and each appointment may have the same or different rate of pay, as long as the total number of hours per week does not exceed the maximum amount allowed for the job code. It is the student’s responsibility to monitor hours, including concurrent positions.

Each of the student classifications and their job codes are described below.

**Student Assistants, Job Code 1870**

1. Must be enrolled and attending a minimum of 6 resident units of classes regardless of class level.
2. May work up to, but not in excess of, 20 hours per week when school is in session. This includes concurrent Instructional Student Assistant appointments.
3. When school is not in session due to academic breaks, student assistants may work up to a maximum of 40 hours per week but shall not be scheduled, nor permitted, to work overtime.
4. Earnings under this job code are exempt from FICA (Social Security and Medicare) and DPA PST (Part-time, Seasonal, Temporary Employee Retirement Program).

**On-Campus Work Study Student Assistants, Job Code 1871**

1. Applies to temporary, on-campus employment for current SSU students who have a predetermined financial need.
2. The Financial Aid Office administers the Federal Work Study (FWS) Program and determines a student's eligibility and enrollment in the program.
3. Available during academic fall and spring semesters only.
4. Must be enrolled and attending a minimum of 6 resident units of classes regardless of class level.
5. May work up to, but not in excess of, 20 hours per week when school is in session. This includes concurrent Instructional Student Assistant appointments.
6. It is the hiring Appropriate Administrator responsibility for monitoring a student's earnings to make sure that they do not exceed the FWS award. It may be possible for a student to increase their FWS award. Students should inquire at the Financial Aid Office.
7. Once FWS award has been exhausted, the Appropriate Administrator has the option of ending the assignment or hiring the student under a different job code (a new SEF must be submitted).
8. Earnings under this job code are exempt from FICA (Social Security and Medicare) and DPA PST (Part-time, Seasonal, Temporary Employee Retirement Program.)

**International Student Assistants, Job Code 1868**

1. International Students possessing either a J-1 or F-1 student visa and whose tax residency status is a nonresident alien may be hired into job code 1868 only. On campus employment is permitted only on the campus that issues the I-20/DS2019, and a student must have valid F-1 or J-1 status.
The student must also have a Social Security card. To apply for a Social Security card, the student needs to contact International Services (located in Salazar 1071) to obtain the necessary paperwork and instructions. International students will provide Employment Services a copy of the current I-20/DS2019 form, passport, letter from the International Services office, and Social Security card (original, not a copy) verifying eligibility to work. This certification is required every semester.

2. Must be enrolled and attending a **minimum of 6 resident units** of classes regardless of class level.

3. May work up to, but not in excess of, 20 hours per week when school is in session. This includes concurrent Instrucional Student Assistant positions.

4. May work on campus full-time during the summer, provided they have completed the prior spring semester and will be attending the upcoming fall semester.

5. Earnings under this job code are exempt from FICA (Social Security and Medicare) and DPA PST (Part-time, Seasonal, Temporary Employee Retirement Program.)

**Bridge Student Assistant, Job Code 1874**

1. During fall and spring semesters, must be enrolled and attending 1-5 resident units.

2. May work up to 40 hours per week but shall not be scheduled, nor permitted, to work overtime. This includes concurrent Bridge Student Assistant appointments.

3. May hold more than one position, however, the other position(s) **must** also be classified as a Bridge Student Assistant.

4. To be eligible to work during the summer break, students must have been enrolled during the previous academic term and be registered for the subsequent academic term.

5. Earnings under this job code do not qualify for the student FICA exemption and individuals are required to participate in the DPA PST (Part-time, Seasonal, Temporary Employee Retirement Program).

6. Graduating Student Assistants may work one term immediately following graduation, up until the day before the next term starts, as a Bridge Student Assistant.
Payroll Procedures

Student Assistants are required to keep track of their hours worked on a payroll voucher and to obtain the necessary approval signature(s) at the end of the month. Students should use the appropriate voucher for their job code. Vouchers can be found at www.sonoma.edu/hr/payroll/vouchers.html.

Completed vouchers should be submitted to Payroll and Benefits (Salazar Hall, 2nd floor) by noon on the deadline date. Vouchers submitted after the deadline, may result in a delayed paycheck. If a Student Assistant is unavailable to sign the voucher, please contact Payroll and Benefits at 664-2793.

Student pay warrants are released by the Seawolf Service Center on the scheduled pay day. 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. Pay warrants will be mailed if a postage paid, self-addressed envelope is attached to the voucher.

Direct deposit is available for Student Assistants. The direct deposit authorization form is available at http://www.sco.ca.gov/psd_se_direct_deposit_enroll.html or at the front desk of the Administration and Finance suite.

The student payroll calendar, with pay days, inclusive dates of the pay period and deadline dates, can be found at www.sonoma.edu/hr/payroll/dates-calendar.html.

Benefits/Paid Time Off

Student Assistants are not eligible for health benefits, vacation, sick leave, holiday pay, or any other paid time off. Time used by Student Assistants for jury duty or when summoned as a witness, shall be treated as an excused absence without pay. A Student Assistant who is a member of any reserve component of the United States Armed Forces, who is voluntarily or involuntarily ordered to extend U.S. military service, shall be granted time off without pay.

With the exception of Student Assistants who work in job code 1874, Student Assistants are not eligible for unemployment insurance.
Pay Rates & Increases

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

- Prior related work experience
- History of work experience in the department
- Range and complexity of duties
- Knowledge and skill requirements
- Comparable to other students within the unit

There are four job levels, each with corresponding pay ranges and criteria for identifying the level. New appointments are generally placed at the minimum of the appropriate pay range to allow growth within the range, and typically never placed higher than the midpoint. When determining a student’s pay rate, review other department student assistants’ pay for internal equity.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Minimum</th>
<th>Midpoint</th>
<th>Maximum</th>
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<tbody>
<tr>
<td>Level I: Entry level position, under direct supervision, performs routine tasks requiring no previous experience, specific education, or specialized skills.</td>
<td>$10.00</td>
<td>$10.75</td>
<td>$11.50</td>
</tr>
<tr>
<td>Level II: Mid-level position, under direct supervision, performs routine and non-routine tasks which require considerable on-the-job training and/or specialized skills. Jobs in this level typically require discretion in judgment and decision-making. Previous experience, education or specialized skills may be required to perform these higher level jobs.</td>
<td>$11.00</td>
<td>$12.00</td>
<td>$13.00</td>
</tr>
<tr>
<td>Level III: Mid-level position, under direct 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.</td>
<td>$12.50</td>
<td>$13.75</td>
<td>$15.00</td>
</tr>
<tr>
<td>Level IV: Highest level position, under direct supervision, completes highly complex assignments requiring specialized knowledge and previous experience. The work is normally within 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. Requires special Employment Services review and approval.</td>
<td>$14.50</td>
<td>$16.00</td>
<td>$17.78</td>
</tr>
</tbody>
</table>

For further assistance, contact Employment Services.
Providing Pay Increases

Student Assistants may receive a pay increase for merit or a change in job responsibilities. Pay increases are at the discretion of the Appropriate Administrator. For a merit pay increase, it is recommended that the student complete one semester (or an equivalent amount of time) in the same position.

Students who demonstrate consistently high levels of performance above and beyond the normally expected requirements of the job can be considered for more frequent increases at the Appropriate Administrator's discretion, and in consideration of the campus' goal to have students receive equitable treatment and pay.

How to Process a Pay Increase

The Appropriate Administrator needs to complete a new Student Employment Form (SEF).

1. Check the box "Pay Increase".
2. The effective date should be the first day of the upcoming pay period. Refer to the Student Employee Payroll Calendar for pay period dates.
3. Complete the “Rate Justification” section on the SEF. A Student Assistant Evaluation may be attached as supporting documentation.
Student Assistant Evaluation

It is recommended that managers and supervisors complete performance evaluations for student employees and discuss the student’s performance, strengths, and areas needing growth and development. Monitoring performance closely and providing regular verbal feedback and guidance will enhance the learning experience for Student Assistants. It is recommended that a written evaluation be given to the student at the end of every semester or work assignment.

Evaluations should be retained in the department or with the Student Assistant. An evaluation may be attached as supporting documentation with pay increase requests.

The Student Assistant Evaluation Form is located at www.sonoma.edu/hr/forms/.
Separations & Resignations

Separations
Student Assistants are temporary employees, and their employment may be ended at any time for departmental needs, unsatisfactory performance, or other appropriate reasons.

Fall/spring semester positions automatically end mid-May. Summer positions automatically end mid-August.

To ensure proper payment “FINAL” must be noted on the top of the last voucher submitted for each student.

If a department decides to end a Student Assistant appointment prior to the automatic end date, contact Employment Services immediately to discuss the process and ensure appropriate steps are taken to end the appointment.

Discharged employees must be paid immediately on the date the employee is discharged. For all non-retention actions, the Appropriate Administrator should ensure that all department keys or equipment the student assistant may possess are returned and unfinished assignments reviewed before the student leaves the workplace.

Resignations
Depending on the amount of notice given, the following

✓ **72 Hours’ Notice or More**
If a student resigns voluntarily and wishes to receive his/her paycheck on the regular student payday, the department should submit his/her timesheet through the standard payroll process so the student receives the check on the normal payday. Otherwise, the student receives his/her paycheck on the last day worked. Submit the voucher to payroll with “FINAL” noted on the top.

✓ **No Notice or Less than 72 Hours’ Notice**
If a student resigns voluntarily without giving notice and wishes to receive his/her paycheck within 72 hours, the department should note “final” on the top of the payroll voucher and bring it immediately to Payroll for processing.
Student Employment Authorization and Checklist

Instructions: Student Assistants are to present this form to his/her Supervisor/Appropriate Administrator who will conduct a department orientation.

Student’s Name: ___________________________ Date of Sign-Up: ___________________________

Supervisor’s Name: ___________________________ Department: ___________________________

Employment Authorization (Completed by Employment Services)

☐ Student may begin working as scheduled. For continued employment, he/she will need present an original Social Security Card to Employment Services by ________________ or the position will be terminated.

☐ Student employee has completed the sign-up process and may begin working as scheduled.

Employment Services Authorization: ___________________________ Date: ________________

Employment Services Sign-up Orientation Checklist

☐ Student Employment Form
☐ Application for Student Employment
☐ Employment Eligibility Authorization, I-9 Form
☐ Student Payroll Action Request or Employee Action Request
☐ Student Assistant Employment Guidelines Confirmation Form
☐ Confidential Information Systems Access Training and Certification for Student Assistants
☐ Information on Social Security
☐ Affordable Care Act (ACA) Notification Checklist

Additional Forms for Job Codes 1874 and 1868:
☐ Bridge Student Assistant Supplemental Form or International Student Assistant Supplemental Form
☐ CalPERS Notice of Exclusion
☐ Foreign National Data Collection Form (International Student Assistant(s) only)

Department Orientation Checklist

☐ Welcome and introduction to department, organizational chart review, division and department mission, vision and core values.
☐ Review position description, performance standards, salary, and pay increase requirements.
☐ Review student’s work schedule, time sheets/attendance vouchers, and meal/rest breaks.
☐ Review attendance expectations, including unscheduled time off and tardiness, department sick leave procedure (who to call, etc.) and procedure for requesting absences.
☐ Review workplace rules, including chemical and fire safety, smoking policy, drug free workplace, affirmative action and sexual harassment.
☐ Review office administrative procedures, including supplies, mail, phone, copy machine, computers/fax, and files.