



CAL POLY

Student Employment Handbook

Payroll Services

Administration Building 01, Room 107
(805) 756-2605

The purpose of this handbook is to explain student employment policies and procedures including those related to the Federal Work-Study program. The information contained in this guide applies specifically to students employed by the State and does not pertain to students employed by the Cal Poly Corporation or Associated Students, Inc. (ASI).

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Definition and Purpose of Student Employment

The purpose of the student employment program is:

- to provide a means and opportunity for students to supplement their income and assist with educational expenses; and
- to provide students with a viable work experience, preferably related to their course of study.

Student Assistants are employed on a part-time basis and work under supervision and perform administrative, clerical, manual, skilled, technical or other duties ranging from routine to advanced.

The Student Assistant classification is distinguished from the Instructional Student Assistant, Graduate Assistant, and Teaching Associate classifications in that the Student Assistant does not perform academic related duties such as instruction, tutoring, grading, evaluating, research, and assisting faculty with classroom activities.

Departments are responsible for determining the duties and responsibilities to be performed (required duties should be outlined in a brief, written job description). Job duties should be established before a vacancy is advertised and discussed with Student Employee applicants at the time of interview.

Eligibility Requirements

- Student Employees must be enrolled at Cal Poly in a minimum number of units as required by their student status (see below). Please note: first-time students who have been admitted to Cal Poly may NOT work as student assistants prior to their actual enrollment;
- Students who have temporarily interrupted their academic progress may be employed for an interim period not to exceed one quarter;
- Continuing students must have been enrolled in qualifying units the preceding Spring Quarter in order to be employed during the Summer Quarter.
- Students may work no more than one quarter immediately following graduation. The quarter prior to graduation must have met the unit load requirements below in order to be eligible to work the quarter following graduation.
- Students must be considered matriculated (enrolled in a degree seeking program at Cal Poly)

Unit Load Requirements

Student Employees must be enrolled in the *minimum* number of units indicated below:

Undergraduates	6 units per quarter
Graduates	4 graduate level units per quarter

Offers of Employment

Offers of employment are contingent upon evidence of identity and employment eligibility as required by the Immigration Reform and Control Act of 1986. This federal law requires that an I-9 Form be certified no later than the first day of employment for pay. In addition to meeting I-9 requirements, all state employee including student assistants, must be able to provide Payroll Services with an original Social Security card; photo copies will not be accepted. We must view this card before an employee will be entered into the State Payroll System, and no pay can be processed until this requirement is met. If you have questions about acceptable documents please contact us between 8:00 and 5:00 by calling (805) 756-2605. Our office is located in the Administration Building, Room 107.

Maximum Hours of Employment

Student Employees, including Work-Study students, shall work no more than 20 hours per week (total for all departments) during any week in which regular classes are scheduled. However, in emergency situations that require the specialized skills of a Student Employee, it is permissible for a Student Employee to work up to 30 hours per week. The 30 hour work week is permitted for a limited duration of time. Departments must make immediate arrangements to hire and train additional Student Employees if the emergency situation will last more than three weeks. The supervisor must obtain approval from the appropriate Dean or Program Administrator as well as approval from the Payroll Services Manager. A justification of why the additional work hours are necessary must be submitted in writing to Payroll Services. This request should be copied to the appropriate Dean or Program Administrator. Upon review Payroll Services will notify the department if the Student Employee will be permitted to exceed the 20 hour work week limitation.

During quarter breaks in which no classes or examinations are scheduled, or during quarters in which the student is not enrolled but has been approved to work as a Bridge student, a Student Employee may work a maximum of 8 hours a day. ***The Student Assistant Classification is not eligible to work overtime—defined as over 40 hours in a week.***

In assigning a Student Employee work hours in excess of 20 hours per week, departments should consider the following:

- Is the work in excess of the normal 20-hour limitation the result of a *bona fide* emergency which could not be anticipated or otherwise adequately staffed?
- Are other Student Employees available and capable of performing the work and could they be assigned the duties without exceeding the 20-hour per week limitation?
- Will the additional work hours in one week be offset by fewer than 20 hours in another week?
- Will the additional work hours have an adverse effect on the Student Employee's academic progress?
- Federal Work Study students may not exceed 20 hours worked in a week under any circumstance.

REMINDER: Federal Work-Study students CANNOT earn more than their total Federal Work-Study award.

Fingerprinting/Background Check

Cal Poly hiring departments may require a pre-employment background/fingerprint check of the student as a condition of employment.

Mandated Reporter Requirement

The California State University (CSU) campuses have received an update from the Chancellor's Office regarding the implementation requirements of Executive Order 1083. The update provides direction on the implementation of the California Child Abuse and Neglect Reporting Act ("CANRA"), California Penal Code §§ 11164-11174.3. Since the definition of a "Child" is a person under the age of 18 (i.e. students in lower-division undergraduate courses), employees at CSU campuses may have contact with individuals who meet the definition of "Child" and must comply with the Act. For a list of Mandated Reporter categories, please click [here](#). If the position falls into either category, the acknowledgement form must be completed prior to the first day of work. The forms can be found on the Human Resources website [here](#).

Student Employee Taxation Status

New Student Employees' W-4 withholding status will default to "Single with 0 Exemptions" for both Federal and State income tax withholding. If you wish to change your withholding status, you may do it on-line at <https://afd.calpoly.edu/payroll/forms/withholding> or in the Payroll Office.

The Internal Revenue Service (IRS) excludes from Social Security and Medicare coverage services performed by students employed by a college or university provided the student is enrolled at least half-time and regularly attending classes. To be excluded from Social Security and Medicare taxes a Student Employee must be an undergraduate student enrolled in 6 units per term OR a graduate Student Enrolled in 4 units per term.

Student Employees not meeting the enrollment requirement of 6 units (4 units for graduate students) are required to pay **7.5%** of all earnings into a State-sponsored retirement plan (PST) in lieu of Social Security coverage. Student Employees are also subject to Medicare taxation, currently **1.45%**, which is paid by both the student and the employing department. Please contact Payroll Services if you have additional questions.

Pay Check Distribution

Pay day is approximately the 15th of each month; please check the Student Pay Calendar for specific dates at the following link:

<https://afd.calpoly.edu/payroll/student/pay-dates>

Paychecks are available in the Student Accounts Office, Administration Building, Room 211. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Student Accounts cannot hold an unclaimed payroll check for longer than 60 days. If a Student Employee does not claim his or her live paycheck within 60 days, it will be mailed to the current address on file.* Student Employees who wish to have their paychecks mailed to them may

provide The Student Accounts Office with a self-addressed, stamped envelope. Students are encouraged to sign up for direct deposit and can do so [here](#).

** It is important for students to keep their college address records current. Students must submit address changes to BOTH OF the following departments:*

Office of Academic Records: my.calpoly.edu

(Under 'Personal Info' tab, then 'My Student Info', click 'Addresses')

Payroll Services: <https://afd.calpoly.edu/payroll/student/update-info/address>

****PLEASE NOTE CHANGING YOUR ADDRESS IN ONE OFFICE WILL NOT UPDATE YOUR RECORDS IN BOTH.**

Federal Work-Study Program

The Federal Work-Study (FWS) Program offers part-time jobs for matriculated students who are enrolled at least half-time. In order to be considered for Federal Work-Study, students must complete the Free Application for Federal Student Aid (FAFSA).

The FWS program is a federally regulated financial aid program. The federal government contributes 75% while employers contribute the required 25% matching share of the student's hourly rate of pay.

The FWS award depends on the student's financial need, the amount of other aid awarded, and the availability of FWS funds. Each institution participating in the Federal Work-Study Program receives a specific FWS allocation from the federal government.

A student's eligibility is determined by the Financial Aid Office and a FWS award is made when financial need exists and if funds are available. International students are not eligible for any federal financial aid program (including Work-Study). Verify the current FWS award amount and earnings paid to date as well as enrollment status (minimum of half-time) prior to approving and submitting payrolls. An excellent method of verifying FWS is to have the student show you the current FWS award via the internet on my.calpoly.edu.

It is the employer's responsibility to verify that a student has a Work Study Award.

The FWS student's schedule is set by the employer. When assigning work hours, the employer needs to take into account the student's class schedule, health, and academic progress.

Students may earn up to but not exceed their Work-Study award amount. The Federal Work-Study student cannot provide voluntary services and must be paid for all work performed.

When a Work-Study student is employed by a federal, state, or local agency, the work performed *must be in the public interest*. Work in the public interest is performed for the national or community welfare, rather than for a particular interest or group.

Work-Study employers are mailed a packet each year, prior to September 1, explaining Cal Poly's Federal Work-Study policies and procedures.

Salary Establishment

Salary for Student Employees should be based on the overall complexity and scope of assigned duties—not on funding source (e.g., regular student employment vs. Work-Study). It is the department’s responsibility to establish job duties and ensure that Student Employees are compensated appropriately and equitably for the work performed. Salary should be established before advertising and discussed at the time of interview and appointment.

There are no official CSU classification levels for Student Employees; however, the following information may be used as a general guide in establishing salary:

Level	General Description of Duties	Typical Positions	Recommended Salary
1	Tasks are learned quickly after a brief training period and do not require specific skills, education, experience or licensing; duties are routine, repetitive, and non-technical; little independent problem-solving or decision-making required; work may require light, if any, physical exertion.	File clerk, receptionist, beginning custodial or maintenance worker; lab trainee; library or stockroom clerk.	Low end of salary range
2	Duties involve a higher degree of skill and/or responsibility; work may require prior experience, training or knowledge; tasks may be performed with greater independence; job involves moderate to heavy physical exertion; may operate light equipment or machinery.	Word processing clerk, cashier, library assistant, lab assistant, custodian, grounds worker, drafting aid, accounting clerk.	Mid-range
3	Tasks require the highest level of skill, technical knowledge, education and experience to perform; employees are typically upper division or graduate students working in a specialized area; work is semi-skilled, technical, or administrative; requires interpretation, reasoning, and independent judgment; may include skilled laboring jobs.	Graduate reader, computer programmer or operator, office supervisor, mechanic’s helper, skilled trades assistant.	High end of salary range

Student Employee Salary Range

All On-Campus Student Employees	\$14.00 up to	\$21.00 per hour
<i>Off-Campus Work-Study</i>	\$14.00 up to	\$21.00 per hour

Increases may be granted based on time in service (see Salary Increases), satisfactory performance, and the availability of funds.

Student Employees may not be appointed below the minimum or above the maximum salary range.

For a guide on how to give a student a raise in the Student Pay System, [click here](#).

Salary Increases

Decisions to grant pay increases are a matter of supervisory discretion and must be approved by the appropriate program administrator. Salary increases are not automatically given to Student Employees but are based on assigned duties, job performance, and service hours.

Student Employees should be routinely reviewed to determine proper salary level. The immediate supervisor is responsible for the evaluation of the Student Employee's performance following a set length of service. In evaluating whether a salary increase is warranted, supervisors should consider the following:

The Student Employee has:

- shown increased understanding and ability to perform the duties and responsibilities of the position; and
- exhibited cooperation and established a good working relationship with others; and
- performed the duties of the job in such a manner as to meet the requirements of work quantity and quality; and
- demonstrated responsibility by being punctual and at work as scheduled

Performance Evaluations

Written performance evaluations should be completed for each Student Employee and discussed with the employee. The evaluation form should be retained by the department and a copy given to the Student Employee.

All Student Employees should be evaluated at least once. Evaluations are a factor in job retention, rehire, and salary increases.

A Performance Evaluation is available at, in the section titled "Student Assistant Forms":

<https://afd.calpoly.edu/payroll/forms/>

Student Employee Hire/Timekeeping Process

Cal Poly uses an online Student Payroll System which directly interfaces with PeopleSoft. This allows departments to complete the Student Employee hiring process on-line and permits Student Employees to report their work hours through a web-based interface.

Instructions for hiring a new Student Employee, as well as other information related to student employment payroll processes, can be found at: <https://afd.calpoly.edu/payroll/student/new> or, contact Payroll Services at 756-2605.

General Working Conditions

- A. **Benefits** – Student Employees are not eligible for paid holiday, vacation, sick leave, unemployment insurance, medical benefits or permanent status. Student Employees are paid only for the hours worked.
- B. **Retirement** – Non-excluded Student Employees (see page 3) who are required to contribute to the State-sponsored PST retirement plan may request a refund of retirement contributions. However, the Student Employee must be separated from **all** State employment for 90 days to be eligible to withdraw his/her funds. In addition, retirement contributions are subject to Federal and State taxation at the time of withdrawal. Forms for requesting retirement refunds may be obtained from Payroll Services (Administration Bldg., Room 107) or on-line at: <https://afd.calpoly.edu/payroll/student/retirement-withholding>

Further questions regarding the PST Retirement Plan may be directed to the address below:

Savings Plus Program
PST Retirement Plan
1800 15th Street
Sacramento, CA 95814-6614

- C. **Workers' Compensation Program** – Student employees are covered by workers' compensation insurance if they are injured during work hours and in the course of employment. All injuries must be reported immediately to the supervisor. The supervisor must provide the injured student employee with a Workers' Compensation Claim Form (DWC 1) within 24 hours of notification of injury. In addition, the supervisor must complete the Work Related Injury/Illness Form and submit to Human Resources immediately.

For emergencies, call 911 from a campus phone or 756-2281 from a cell phone and the call will be directed to the University Police Department.

For additional information and preauthorized medical facilities, please go to the Human Resources' website at <https://afd.calpoly.edu/riskmgmt/workerscomp.asp>

- D. **Family Medical Leave** - In accordance with state and federal laws, student employees are eligible for CSU Family Medical Leave (FML). To be eligible, the student employee must be employed at least one year and must have worked 1,250 hours in the 12 months preceding the leave. FML is an unpaid leave but allows for a leave of up to 12 weeks in a 12-month period in order to care for a child, spouse, domestic partner, or parent who has a serious health condition or for employee's own serious health condition. FML is also available to care for a newborn or child placed in the home through adoption or foster care; Qualifying Military Exigency Leave (MEL) or Service Member Care Leave (SMCL). For additional information regarding FML and an application form, please go to the Human Resources' website at <https://afd.calpoly.edu/hr/fml.asp>
- E. **Absences** – The supervisor should provide instructions for reporting absences according to procedures established by the employee's department. Unforeseen absences due to illness or other uncontrollable circumstances should be reported immediately. Planned absences should be arranged in advance and approved by the supervisor.

- F. Rest Periods** – Students working a consecutive 4-hour work period may take one paid 15-minute break. Students working a full 8-hour day may take two paid break periods a day for a total of not more than 30 minutes, plus time off at mid shift for a meal. Students working less than 4 consecutive hours are not entitled to a break. Supervisors may determine when breaks are to be taken. Unused breaks are not cumulative or eligible for extra pay.
- G. Garnishments** - Student wages are subject to garnishments for nonpayment of debts. Student Employees are subject to mandatory Federal and State deductions. For more information, contact Payroll Services.
- H. Driver's Training** - Student Employees required to operate a State vehicle must possess a valid California Driver's license. In addition, they are required to complete and pass an on-line Defensive Driver's Training course provided by Risk Management, within 90 days. Use of private vehicles for State business by Student Employees must be authorized by the immediate supervisor and a Form 261—"Authorization to use Privately Owned Vehicle"—must be completed by the Student Employee and kept on file in the department. A Travel Request Form 1A must be approved and filed with the Student Employee's immediate supervisor prior to any State business travel. The Form 261 and 1A are available on-line at: <https://afd.calpoly.edu/fiscalservices/forms.asp>
- I. Parking** - Student Employees who wish to park on campus must purchase a Student parking permit. Student Employees are NOT eligible to park in staff spaces. For detailed parking information please refer to the Cal Poly Parking Rules booklet.
- J. University Telephones** - Telephones should be used only for official university business. Personal long distance calls are not allowed from State telephones unless arrangements are made to use a calling card or have the call billed to the caller's home telephone.
- K. Designee** - In case of death, your final paycheck will be returned to the state unless you file for a Designee to receive your state warrant instead. A Designee can be specified via the Student Employment Request Form at the time of initial hire. If you would like to change or select a Designee after the initial hire, please stop by the Payroll Services Office to complete the necessary documentation.

Smoking Policy

Smoking is not permitted in any campus facility.

Drug-Free Environment

Cal Poly is dedicated to providing the best academic and professional experience that can be offered to its students, faculty, and staff. The use of illegal drugs and the abuse of alcohol are known to be at cross-purposes to this mission and are not tolerated on campus. Violation of campus regulations concerning the possession, sale, use, or distribution of dangerous drugs or alcohol subject the student to:

- Expulsion
- Suspension
- Probation
- Withdrawal of financial aid

Cal Poly is fully committed to achieving an alcohol and other drug-free environment for its students and employees. It is campus policy to vigorously pursue, via the campus judicial process, all violations of alcohol and other drug abuse. In addition, unlawful possession or distribution of illicit drugs and alcohol may be subject to federal, state or local laws (refer to university Police Department for more detailed information).

The following is a partial list of local organizations that provide alcohol and other drug dependency treatment services. A more complete list of local, county, and out-of-area organizations may be obtained from the Employee Assistance program.

Cal Poly, Health and Counseling Services	Building 27	756-2511
Alcoholics Anonymous:	Central Office (San Luis Obispo)	541-3211 (24 hrs/day)
	From Cambria	927-0347
	From North County	466-8175
	Morro Bay Office	772-8714
	North County Office	238-3311
	South County Office	481-6605
Al-Anon	Support for friends and family of people with drug and alcohol problems	(888) 425-2666 (no charge)
SLO County Drug and Alcohol Services	San Luis Obispo Office	781-4275
	North County Office	461-6080
	South County Office	473-7080
Self-Help Support Groups/Referral Services	Cambria Connection	927-1654
	Mariposa Center (South County)	473-7082
	North County Connection	461-6084

Policy Prohibiting Sexual Harassment

Cal Poly is fully committed to creating and maintaining an environment in which faculty, staff, and students work together in an atmosphere of mutual respect and unconstrained academic interchange. All faculty, staff, and administrators are held accountable to maintain a working and learning environment free from sexual harassment for students and employees. Sexual harassment can include, but is not limited to the following:

- ▶ Explicit use of derogatory terms of a sexual nature
- ▶ Use of images that demean one's sex; obscene gestures
- ▶ Unwelcome personal attention or touching of a sexual nature
- ▶ Direct physical advances which are inappropriate and unwanted
- ▶ Sexist jokes about one's clothing, body, or sexual activities
- ▶ Request for sex in exchange for grades, letters of recommendation, salary increase or promotions, or employment opportunities

Concerns may be addressed to any of the designated Sexual Harassment Advisors, Office of the Vice President for Student Affairs, or Campus Relations Office. A list of advisors is available at the Information Desks of the University Union, Library, Health Services, Student Affairs Office, and in the quarterly Class Schedule.

Student Confidentiality Agreement Form

Access to Cal Poly's information and technology resources is a privilege granted to faculty, staff and student employees in support of instruction, research, studies, and duties as employees, official business with the University, and/or other University-sanctioned activities. Student employees share the responsibility for ensuring the security and privacy of the records and data maintained by the University, and shall provide a signed confidentiality agreement form to their supervisor.

You can access the form [HERE](#)

ISA Specific Information

Distinguishing Features of the ISA classification

The Instructional Student Assistant classification is distinguished from other Student Assistant classifications by the nature of work performed. The majority of work performed by an Instructional Student Assistant is tutoring, grading and/or teaching work. This is evaluated by assessing the work performed in a given appointment, in a given academic department or equivalent administrative unit, over the course of an academic term. The Student Assistant classification in comparison performs other duties including clerical, technical, custodial, laborer or other work as assigned.

ISA Salary Range

All On- or Off-Campus Instructional Student Assistants \$15.00 up to \$20.42

ISA Specific Eligibility Requirements

Per Academic Personnel, a student is not eligible for an ISA position unless he/she is enrolled in at least 1 unit. For further information concerning eligibility, please contact Academic Personnel.

<http://www.academic-personnel.calpoly.edu/content/staff>

http://content-calpoly-edu.s3.amazonaws.com/academic-personnel/1/PDF/ISA101_2015-2016.doc

ISA Employee Hire/Timekeeping Process

ISA jobs are created by Academic Personnel. ISAs report their time via a web-based interface with PeopleSoft. Instructions for entering and approving time can be found on the "ISA Information Page":

[ISA Self-Service - Payroll Services - AFD - Cal Poly](#)

ISA Paychecks

Pay day is approximately the 15th of each month; please check the State Payroll Calendar for specific dates at the following link:

<https://afd.calpoly.edu/payroll/forms/>

For further information or questions contact:

Office	Location	Telephone No.
Payroll Services	Admin. Bldg., Room 107	756-2605
Budget & Analytic Business Services	Admin. Bldg., Room 122	756-1187
Financial Aid	Admin. Bldg., Room 212	756-2927
Student Accounts Office	Admin. Bldg., Room 211	756-1428
Career Services	Student Services Bldg., Room 113	756-5976