

Process for Summer Grant & Contract Employment

CSUB recognizes that summer employment through grants and contracts can vary from the traditional hiring cycle and process of the University.

The length of the employment may be significantly shorter and the positions and requirements may vary. In order to best assist and guide this process, the following guidelines have been established.

1. Provide HR a minimum of 30 days prior to the start of your program to begin the hiring process.
2. Provide HR a Hire Authorization Form (HAF) and a job description for the position. If there is more than one incumbent for a position, please indicate the number of employees you intend to hire on the HAF.
3. In discussions with HR, a decision will be made as to how the Job Announcement will be posted. We may post the job on our board, advertise, utilize our website, or simply allow you to post the announcement yourself, if you have contact with the applicant pool (i.e. students, etc). HR will work with the Program Director to define the appropriate selection process to be followed for the recruitment. Just like regular employment, summer employment is governed by the practical application of Equal Employment Opportunity principles and applicable policies.
4. Many of these positions will need the applicants to be fingerprinted. HR will work with the department and the applicants to expedite this process. All prospective employees will need to be fingerprinted if they are going to work with individuals under the age of 18. The law mandates that the employer (CSUB) must obtain clear fingerprint results in order to authorize work with minors. This process usually takes 2 to 4 days but occasionally may take longer. Individuals will not normally be allowed to work prior to HR receiving appropriate clearance. HR will notify the Program Director as soon as results are received to coordinate the start date for the employee. If you have multiple incumbents, you will want to send HR a memo outlining each applicant's name and their proposed rate of pay, if there are varied rates.

The cost of fingerprinting is currently \$66.00 or \$68.00, depending on our provider. The prospective employee must take \$10.00/\$12.00 (depending on the provider) cash to the appointment to be fingerprinted. The HR Office will provide complete instructions to the applicant at the time the appointment is set. The applicant will then provide the receipt to the

department and be reimbursed for their cost. The balance of the cost (\$54.00) will be charged to the hiring department. The department must provide HR with the account number that should be charged for this amount. This should be done when a list of prospective employees has been determined from the recruitment and forwarded to HR.

Some positions require a TB test. We will accept proof of a “negative” test good for four years.

The law prohibits employers from charging a fee to the applicant for processing an application or any additional document that would be required for employment.

5. It is very important that HR receive the employee’s correct hire and ending date. If for any reason these dates change, it is imperative that you notify HR immediately. HR must have the correct information in order for each individual to be paid properly and with some duration of appointments being very short, any change can result in an employee receiving incorrect pay. In addition, employees must return all completed New Hire Paperwork, including the CSUB employment application, to HR within the first 3 work days. Our office can assist you in meeting with the employees to help complete this paperwork. Also, all employees must have an original social security card for State payroll purposes. Individuals under the age of 18 will require a work permit issued from their school district. No one under the age of 14 will be permitted to work.

It is the Program Director’s responsibility to work with a particular school district and understand what their employment requirements are, ie: some will require own employment application, fingerprints, etc. It is important for the Program Director to articulate this to their applicants (should be put on the Job Announcement) to minimize confusion. If there is someone the HR Office should coordinate with at the District/School level regarding employment issues, please provide the HR Office with a contact name and number.

6. Employees must complete a timesheet for each pay period they are working. This can be the 634 Absence and Additional Time Worked Report for Salaried employees, or in most cases, the Hourly Intermittent Employee Timesheet for your hourly employees. Timesheets and payroll dates will be reviewed with the Program Director prior to the start of the program.
7. There may be occasions that require employees to accompany students on a trip as a part of the class or program experience. The employee will be paid for their regularly scheduled hours. If the employee must travel outside their regularly scheduled hours, they will receive the appropriate

pay (straight time or overtime as appropriate). If the students are under age 18, and activities require the employee's attendance outside of their regularly scheduled work hours (i.e. meal or activities chaperone) the employee will receive the appropriate pay (straight time or overtime). If the students are 18 years of age or older, the employee is not responsible for their supervision beyond the programmatic needs of the trip.

Please let the HR Office know if we can be of assistance during this process.