The California State University
Guidelines for Student Assistants

July 1, 2012

A. References

a. Student Assistant (1870)
   Classification Standard
   Salary Range
b. Bridge Student Assistant (1874)
   Classification Standard
   Salary Range
c. Student Assistant – Nonresident Alien Tax Status (1868)
   Classification Standard
   Salary Range
d. Student Employment and the Student FICA Exemption HR 2005-28
e. Use of Student Assistant Classes FSA 81-13 Supplement No. 1
f. Background Checks HR 2005-10; HR 2012-04
g. Nonresident Alien Tax Withholding HR/Salary 2005-28

B. Authority and Responsibilities

The Office of the Chancellor is responsible for the review, analysis, and communication of the Student Assistant guidelines. The responsibility for implementation of all facets of the student employee guidelines at the department and campus levels rests with campus Human Resources and its department managers and supervisors. Campuses are responsible for the monitoring and auditing of its Student Assistants.

C. Purpose

The information in this document is intended to provide assistance to campus managers and supervisors who employ students in the Student Assistant (1870), Bridge Student Assistant (1874), and Student Assistant – Nonresident Alien Tax Status (1868) classifications. These guidelines do not apply to academic student employees (Unit 11), and work study students. Academic student employees, and work study students should refer to their appropriate campus departments. The Student Assistant – Nonresident Alien abide by the regulations and requirements of the U.S. Department of Homeland Security.

D. Definition

A Student Assistant is a temporary, part-time worker who is currently enrolled in, at minimum, a half-time credit load with the primary goal of achieving a degree. A Student Assistant – Nonresident Alien Tax Status is a temporary, part-time worker who must be currently enrolled as a full-time student. Full-time and half-time status is defined by each campus based on its academic term. An academic term is defined as the time a campus conducts classes and may be either on a semester (fall/spring) or quarter (fall/winter/spring/summer) basis. Student Assistants are intended to supplement operational needs, and not to replace staff employees. Student Assistants should not perform the same duties as a staff employee. While some duties may overlap, the majority of duties should be separate and distinct. As distinguished from staff positions, student positions typically have less complex responsibilities, and require fewer skills, less knowledge, experience, and training. Work hours are flexible to accommodate the academic program of the student.

A **Student Assistant**:

- is registered, at minimum, as a half-time student at CSU in the current academic term or registered, at minimum, as a half-time student at CSU for the following academic term.
- may work up to, but not in excess of, 20 hours per week when school is in session.
- is exempt from FICA and DPA PST (Part-Time, Seasonal, Temporary Employee Retirement Program).
- does not have long-term, on-going responsibilities.
- has a position that is secondary to academic and student life.

A **Bridge Student Assistant**:

- is a Student Assistant who does not qualify for the student FICA exemption.
- is required to participate in the DPA PST plan.
- works during academic breaks and/or during academic terms when the student is less than a half-time student.

A **Student Assistant – Nonresident Alien Tax Status**:

- is a student possessing either a J1 or F1 visa whose tax residency status is nonresident alien.
- is registered as a full-time student at CSU in the current academic term.
- may work up to, but not in excess of, 20 hours per week when school is in session.
- is exempt from FICA and DPA PST (Part-Time, Seasonal, Temporary Employee Retirement Program).
- is subject to federal tax compliance requirements.
- does not have long-term, on-going responsibilities.
- has a position that is secondary to academic and student life.

The Student Assistant, Bridge Student Assistant, and Student Assistant – Nonresident Alien Tax Status are non-represented classifications. Permanent status cannot be achieved in these classifications.

E. Student Wages and Exemption

A student's wages are subject to federal and state tax withholding deductions.[1] Student Assistants enrolled at minimum, as a half-time student, are exempt from FICA. Appointments to the Student Assistant classification qualify for the student FICA exemption pursuant to IRS Code Section 3121(b) (1). The student FICA exemption applies to student employment which continues during school breaks of five weeks or less, providing the student was eligible for the student FICA exemption on the last day of classes or exams preceding the break and is eligible to enroll in classes for the first academic term following the break.

Employment that qualifies for the student FICA exemption generally also meets the Unemployment Code Section 642 exclusion from unemployment insurance coverage. Employment that is not excluded from FICA coverage will generally be covered by unemployment insurance.

It is CSU's policy that student employees may work up to 20 hours per week. The 20 hours per week policy is specific to CSU, and not tied to the IRS. The IRS work schedule guideline does not override CSU's employment policy.

F. Work Hours

When school is in session, Student Assistants may work up to, but not exceed, 20 hours per week. When school is not in session due to quarter/semester academic breaks and summer recess, Student Assistants may work up to a maximum of 40 hours per week but shall not be scheduled, nor permitted, to work overtime.

G. Procedures

Classifying

Student Assistants work under supervision and perform administrative, clerical, manual, skilled, technical or other duties ranging from routine to advanced. Student Assistants are registered, at minimum, as a half-time student at CSU, in the current academic term.

The Bridge Student Assistant classification is used for student employment during academic breaks and/or during academic terms when the student is less than a half-time student. The Bridge Student Assistant does not qualify for the student exemption and is required to participate in the DPA PST (Part-Time, Seasonal, Temporary Employee Retirement Program).

Students must have been enrolled at least half-time the previous academic term and registered for the following academic term to be appointed to the Bridge Student Assistant classification. For example, a

[1] Nonresident Alien students are subject to federal tax compliance requirements.

student is placed in the Bridge Student Assistant classification during the summer period, if the student was enrolled in the previous spring term and has registered for the following fall term. Students need not be enrolled in classes to be employed during this bridge period.

The Student Assistant – Nonresident Alien Tax Status classification is used for students who possess either a J-1 or F-1 visa.

Position Descriptions

The Student Assistant classification standard serves as a description of general duties. Departments are encouraged to complete a specific position description for each position based on their operational needs.

Appointments

Student Assistants may hold more than one student appointment as long as the total number of hours worked does not exceed 20 hours per week (40 hours during academic breaks and recess periods).

Pay Rate

Student Assistants are paid on an hourly basis. 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

Student Assistants are not eligible for overtime pay, shift differential, stipends or commissions.

Performance Evaluations

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.

Graduating Seniors

Upon graduation, Student Assistants may work up to the last official day of the academic term. In addition, campuses may allow graduating Student Assistants to work one term immediately following graduation, up until the day before the next term starts, as a Bridge Student Assistant. For example, at semester system campuses, Student Assistants graduating in the spring term may work through the summer period up until the day before the fall term begins; at quarter system campuses, Student Assistants graduating in the winter term may work through the spring term up until the day before the summer term begins. Student Assistants – Nonresident Aliens should refer to Department of Homeland Security duration of status requirements.

H. Background Checks

Campus presidents have delegated authority to establish campus requirements for background checks and determine whether a position should be designated as sensitive, requiring a background check.

I. Benefits/Paid Time Off

Student Assistant classifications 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.

Student Assistant Classification Matrix
July 1, 2012

Appt	Class Code	Title	CBID	FLSA	Employee Category	Salary	Pay Rate	Vacation Rate	Health Benefits	Sick Leave	Vacation	Holidays	Personal Holiday	Shift Differential	Compensatory Time Off	Industrial Disability Leave	Non-Industrial Disability Leave	Workers Comp	Unemployment Insurance	PERS Retirement/FICA	DPA - PST Program *	Work Conditions / Hours	Minimum Qualifications / Special Conditions
Student (Excluded)	1870	**Student Assistant**	E99	N	7	H	$8.00 - $17.26	3	No	No	No	No	No	No	No	No	No	Yes	No	No	No	Used during academic term when a student is registered as at least a half-time student.	Ability to learn and perform assigned work; ability to work cooperatively with faculty, staff, and other students; ability to accept responsibility.
																						May work up to **20** hours per week when school is in session.	Registered as, at minimum, a half-time CSU student during an academic term.
																						May hold multiple Student Assistant appointments; however, total number of hours worked should not exceed 20 hrs/wk.	
																						A CSU student may be enrolled at more than one CSU campus. Campuses are responsible for the coordination of ensuring enrollment and adhering to work hours as established in student guidelines.	
																						Upon graduation, may work up to the last official day of the academic term. In addition, campuses may allow graduating Student Assistants to work one term immediately following graduation, up until the day before the next term starts in the Bridge Student Assistant classification.	
																						Should not be hired into staff or faculty classifications.	
	1874	**Bridge Student Assistant**	E99	N	7	H	$8.00 - $17.26	3	No	No	No	No	No	No	No	No	No	Yes	Yes**	No	Yes	Used during summer breaks or during academic terms when a student is registered less than half-time.	Ability to learn and perform assigned work; ability to work cooperatively with faculty, staff, and other students; ability to accept responsibility.
																						May work up to **40** hours per week but not be scheduled or permitted to work overtime.	Registered as a CSU student at less than half-time status. During summer term, must have been enrolled as a half-time student during previous academic term and registered for the subsequent academic term.
																						May hold multiple Student Assistant appointments; however, total number of hours worked cannot exceed 40 hrs/wk.	
																						A CSU student may be enrolled at more than one CSU campus. Campuses are responsible for the coordination of ensuring enrollment and adhering to work hours as established in student guidelines.	
																						Should not be hired into staff or faculty classifications.	
	1868	**Student Assistant - Nonresident Alien Tax Status**	E99	N	7	H	$8.00 - $17.26	3	No	No	No	No	No	No	No	No	No	Yes	No	No	No	May work up to **20** hours per week when school is in session.	Students with either J1 or F1 visa whose tax residency status is nonresident alien.
																						May hold multiple Student Assistant appointments; however, total number of hours worked should not exceed 20 hrs/wk.	Registered as a full-time CSU student during an academic term.
																						A CSU student may be enrolled at more than one CSU campus. Campuses are responsible for the coordination of ensuring enrollment and adhering to work hours as established in student guidelines.	Ability to learn and perform assigned work; ability to work cooperatively with faculty, staff, and other students; ability to accept responsibility.
																						Graduating seniors should check with Department of Homeland Security for duration of status requirements.	
																						Should not be hired into staff or faculty classifications.	

CBID:
E99 = Excluded Non-represented

FLSA:

Student Assistant Classification Matrix
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N = Non-exempt

Employee Category:
7 = Miscellaneous

Salary:
H = Hourly

Vacation Rate:
3 = No vacation accrued

* Department of Personnel Administration: Part-Time, Seasonal, Temporary Retirement Program

** Students who work for the CSU during the break between academic terms, and who are not enrolled in classes during the break, may be eligible for UI benefits if their CSU employment is ended.