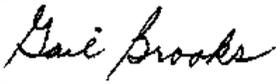


# SUPERCEDED BY HR 2012-08

**Date:** May 24, 2012

**Code:** HR 2012-06

**To:** CSU Presidents

**From:** Gail E. Brooks   
Vice Chancellor  
Human Resources

**Subject:** Revised Student Assistant Classification Standard (non-represented) and Guidelines for Student Assistants

## Overview

**Audience:** Human Resources Officers, Classification/Compensation Managers and campus management responsible for student assistants

**Action Item:** Information Only – Revised Student Assistant classification standard, Guidelines for Student Assistants (new), and Student Assistant Matrix (new) effective with the June 2012 pay period

**Affected Employee Group(s)/Units:** CSU students employed as Students Assistants, Bridge Student Assistants, and Student Assistants – Nonresident Alien Tax Status

## Summary

The revised Student Assistant classification standard will be implemented effective with the June 2012 pay period. Along with the revised classification standards, Guidelines for Student Assistants and a Student Assistant Classification Matrix have been developed as additional resources for the campuses.

The Student Assistant classification standard has been revised to provide a clearer definition of the Student Assistant classification. The revised classification standard includes definitions for the Bridge Student Assistant, and the Student Assistant – Nonresident Alien Tax Status classifications. The final Classification and Qualification Standard is attached. There are no changes to the existing salary ranges for the Student Assistant, Bridge Student Assistant, and Student Assistant – Nonresident Alien Tax Status.

As additional resources for campuses, Guidelines for Student Assistants and a Student Assistant Classification Matrix have been developed. This memo is for informational purposes only. No further action is needed by the campuses.

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### **Distribution:**

Chancellor  
Executive Vice Chancellor and CFO  
Executive Vice Chancellor and CAO  
All Campus Vice Presidents

Associate Vice Presidents/Deans of Faculty  
Human Resources Officers  
Payroll Managers

# SUPERCEDED BY HR 2012-08

HR 2012-06  
Page 2 of 2

Questions may be directed to Human Resources Management at (562) 951-4411. This document is also available on the Human Resources Management's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

Attachment

GEB/ct

# Classification and Qualification STANDARDS

## Student Assistants

Classification Title	Class Code	Date Established	Date Revised
Student Assistant	1870	01-01-2008	06-01-2012
Bridge Student Assistant	1874	01-01-2008	06-01-2012
Student Assistant - Nonresident			
Alien Tax Status	1868	01-01-2008	06-01-2012

### OVERVIEW

Student Assistants are CSU students who work in various areas of a campus. Student Assistants may work up to, but not in excess of, 20 hours per week during academic periods and may work up to 40 hours per week during academic break periods.

Under direct supervision, Student Assistants perform duties ranging from unskilled to skilled and/or specialized, in a variety of positions that typically require the use of manual, clerical, public contact, and/or analytical skills. Assignments have limited use of discretion and judgment. Work is regularly reviewed and may entail detailed instructions. Specific job duties are defined by the appropriate campus department.

The Student Assistant classification is distinguished from the Student Trainee, On-Campus Work Study and the Student Trainee, Off-Campus Work Study classifications in that the Student Trainee positions must meet eligibility requirements of the Work-Study Program as determined by the campus' Financial Aid Office. 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.

**Student Assistant** – This classification is used during the academic periods where the CSU student's status qualifies for the student FICA exemption. Incumbents in this classification do not pay Social Security or Medicare and are not enrolled in the Department of Personnel Administration's Part-Time, Seasonal, Temporary (DPA PST) retirement plan in lieu of Social Security.

**Bridge Student Assistant** – The bridge classification is available for continuing student employment during academic breaks and/or student employment during academic terms when the student is less than a half-time student. This classification accommodates CSU student employment that does not qualify for the student FICA exemption. Incumbents in this classification are required to participate in Medicare and a mandatory retirement plan (DPA PST) in lieu of Social Security.

**Student Assistant – Nonresident Alien Tax Status** – This classification is used for Student Assistants with a nonresident alien tax status.

## **MINIMUM QUALIFICATIONS:**

### ***Knowledge and Abilities:***

Ability to learn and perform assigned work; follow oral instructions; work cooperatively with faculty, staff, and other students; communicate effectively with all levels; and read and write English at a level appropriate to the position.

### ***Special Qualification:***

Admission or registration as a CSU student.

As a Bridge Student Assistant, the student need not be registered as a student, but must have been enrolled as a CSU student the previous term and is registered for the following term.

## The California State University Guidelines for Student Assistants

June 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.<sup>1</sup> 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).

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<sup>1</sup> Nonresident Alien students are subject to federal tax compliance requirements.

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 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 are no longer eligible to be classified in a student classification and may work up to the last official day of the academic term. Seniors graduating in the spring term may work through the summer period, up until the day before the fall term starts. 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.

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Student Assistant Classification Matrix  
June 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	No	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 <b>20</b> 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.		
																						Graduating seniors may work up to the last official day of the academic term. Seniors graduating in the spring term may work through the summer period.		
																						Should not be hired into staff or faculty classifications.		
Student (Excluded)	1874	Bridge Student Assistant	E99	N	7	H	\$8.00 - \$17.26	3	No	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 <b>40</b> 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.		
																						Graduating seniors may work up to the last official day of the academic term. Seniors graduating in the spring term may work through the summer period.		
																						Should not be hired into staff or faculty classifications.		
Student (Excluded)	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	No	Yes	No	No	No	May work up to <b>20</b> 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.		

# SUPERCEDED BY HR 2012-08

Student Assistant Classification Matrix

June 1, 2012

**CBID:**

E99 = Excluded Non-represented

**FLSA:**

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.