



## **STUDENT ASSISTANT POSITION DESCRIPTION (Non-Unit 11 Employees)**

Summary of position and department (i.e. reports to, type of work environment, overall expectations and outcomes of successful candidate, description of department, etc.):

Primary responsibilities of the position:

Required education, experience and/or skills:

## DESCRIPTION OF DUTIES FORM (Unit 11 Employees only)\*

Term: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Course #: \_\_\_\_\_

Course Title: \_\_\_\_\_ Location: \_\_\_\_\_

Day/Time: \_\_\_\_\_ Employee: \_\_\_\_\_

The job duties designated below are required of the employee. Care should be taken to ensure that the time required to complete these duties is consistent with the hours established in the appointment notice. Please check the appropriate items and describe, as applicable:

- Attend course lectures
- Present lectures Frequency/dates: \_\_\_\_\_
- Instruction/Supervision of \_\_\_\_\_ sections/courses/labs per week
- Preparation
- Hold \_\_\_\_\_ office hours per week
- Supervisor/ASE(s) meetings Frequency/duration: \_\_\_\_\_
- Attend pedagogy classes required for training purposes
- Read and evaluate student papers. Describe: \_\_\_\_\_
- Proctor examinations
- Perform individual and/or group tutoring
- Maintain/submit student records (e.g. grades)
- Evaluate student assignments
- Provide research assistance
- Perform other tasks as assigned. Please list: \_\_\_\_\_

The supervisor will perform class observations. Yes  No

Teaching Associates are non-exempt employees who may be appointed up to the equivalent of full-time (40 hours per week) over the period of the appointment. Graduate Assistants and Instructional Student Assistants are non-exempt employees. CSU Policy limits their work assignment to no more than 20 hours in a week during periods of instruction.

The full-time workweek is a work week of forty (40) hours in a workweek of seven (7) consecutive twenty-four (24) hour periods.

Please refer to Article 26.6-26.11 regarding overtime provisions.

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of supervisor

\_\_\_\_\_  
Date

*\*This form was created using p.71, Appendix E of the UAW/CSU Collective Bargaining Agreement for November 16, 2016 – September 30, 2018.*

# CHECKLIST FOR STUDENT BACKGROUND CHECK

## Student Employees Who Must Undergo Background Checks

Student employees are CSU students appointed in CSU non-represented and/or represented student classifications. Their educational relationship with the university is predominant. The CSU is required to conduct a background check on student employees only if they are being considered for a position in which a background check is required by law. These student employees will be required to have background checks if they have not had checks within the past 12 months on the same campus. The questions listed below illustrate the most likely instances where a student will need to complete a background check, but are not meant to be exhaustive. More information and examples of Level 1 data may be found on the [HR website](https://csyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf). For more information regarding the CSU Background check policy, please visit <https://csyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf>.

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Person completing this Form: \_\_\_\_\_

### Will the student employee\*:

Yes No

- Have access to, or control over amount greater than \$10,000 in cash, checks, credit cards, and/or credit card account information?  Yes  No
- Have access to [Level 1 Data](#)?  Yes  No
- Have access to stored criminal offender record information?  Yes  No
- Have access to patient's drugs or medication?  Yes  No
- Be in regular, direct contact with minors?  Yes  No

\*Includes Unit 11 student employees

### *Human Resources Use Only*

Has the student been an employee with CSUMB in the last 12 months?  Yes  No

Has the student completed a background check through CSUMB in the last 12 months?  Yes  No

If yes, please list date: \_\_\_\_\_

*Thank you for completing the above information, supporting the Human Resources Office's ability to fulfill the CSU Background Check requirements. Together everyone contributes to making California State University, Monterey Bay a safe and secure campus!*

# SUPERVISOR AGREEMENT

## Student Employee Start and End Dates

Supervisors **may not** authorize student employees to start work until they have received an official Employment Confirmation Notice from the Human Resources Office. Student employees will receive their notice within 48 hours after completing all required Payroll forms and all eligibility has been verified. Student employees are not allowed to work beyond their appointment end date.

## Work Schedule

Supervisors should discuss the student employees work schedule with the student. A student employee's first role at California State University, Monterey Bay is to be a student. Their hours may vary depending on exams and papers. It is important that the Supervisor remains flexible with student's hours. It is the student's responsibility to inform their manager of exams and papers ahead of time to allow the manager to plan around their school needs.

## Student Employee Hours

Student employees may not work over 20 hours per week during academic periods. This includes students who have multiple positions on campus. For example, a student who works 10 hours in one department can only work 10 hours in another department. During academic break periods (i.e. Winter, Spring, or Summer breaks), students may work up to 40 hours per week.

## Breaks

Student employees are **required** to take a 15-minute paid break within four (4) consecutive hours worked and are required to take a half-hour break after five (5) consecutive hours of work. This break will be unpaid provided the student is relieved of all duties during the break. If the student is not relieve of all duties during the break, the time must be paid. If the student works two jobs, the student employee is still **required** to take a meal break after six (6) consecutive hours. It is the responsibility of the student **and** the department to track when breaks are taken.

## Timesheet

Student timesheets must be filled out accurately. Student assistant employees use CMS employee resources to enter all hours worked. All time must be entered by the due date indicated on the payroll calendar. All time entered must reflect exact days and hours a student worked. Instructions on how to fill out student timesheets correctly and payroll deadlines can be found on the Human Resources website at <https://csumb.edu/hr/student-employment/>.

## Campus Jobs

Students are allowed to hold multiple student employment positions (i.e. Student Assistant, Instructional Student Assistant, etc.) as long as the total number of hours worked each week do not exceed 20 hours. Federal Work Study (FWS) student employees are only allowed **one** (1) FWS position.

*I acknowledge and agree to all of the above.*

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**Supervisor Name**

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**Supervisor Signature**

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**Date**

# Student Employment Action Form (SEAF)

This form is intended to communicate information on the appointment of all student employees including Unit 11 (Teaching Assistants, Graduate Assistants, and Instructional Student Assistants). Complete and submit this form (with any other required forms) to studentemployment@csumb.edu for new appointments and any changes to existing appointments.

**New hires must complete the Student New Hire On-boarding Process no later than their first date of employment. Students cannot work until required academic verifications and the I-9 Employment Eligibility Verification form are completed.**

**I. Employment Information (all fields required)**

Student Name: _____	Employee ID: _____	Hours per Week: _____
Position Number: _____	Start Date: _____	End Date: _____
Department Name/ID: _____	Pay Rate: _____	
Supervisor Name: _____	Building: _____	Extension: _____
Contact Name: _____	Building: _____	Extension: _____

**II. Appointment Type (check applicable boxes)**

<input type="checkbox"/> New Appointment	<input type="checkbox"/> Re-appointment	<input type="checkbox"/> Additional appointment
<input type="checkbox"/> Appointment Change: _____	<input type="checkbox"/> Classification: _____	

*\*Instructional Student Assistants working during the summer **must** provide proof of enrollment to determine Payroll exemptions.*

**III. Assignment Information (for Teaching Associates and Instructional Student Assistants only)**

Course name and number (Example: HCOM 211)	Weekly hours	FTE

Course name and number (Example: HCOM 211)	Weekly hours	FTE

**Total Weekly Hours/FTE:** \_\_\_\_\_ / \_\_\_\_\_

**Total Weekly Hours/FTE:** \_\_\_\_\_ / \_\_\_\_\_

**IV. Student Acknowledgement (all questions must be answered and signature required)**

a) In accepting this employment, I agree to abide by the CSU Policy which mandates that students may <b>not</b> be employed more than 20 hours per week during the academic term and <b>not</b> more than 40 hours per week during vacation breaks (does not apply to TAs). Initials: _____
b) I am a student admitted to CSUMB and registered for at least six (6) undergraduate units or four (4) graduate units. (TAs and GAs <b>must</b> be admitted or registered graduate students.) Initials: _____
c) Are you an international student? <input type="checkbox"/> Yes <input type="checkbox"/> No
d) Have you been awarded work-study? <input type="checkbox"/> Yes <input type="checkbox"/> No
e) Are you working in another department? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list department(s) and hours per week: _____
All responses above are true and complete to the best of my knowledge. I understand that any false statements on this document may result in termination.
Student Name _____ Student Signature _____ Date _____

Department Chair/Supervisor Name \_\_\_\_\_

Department Chair/Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Appropriate Administrator Name \_\_\_\_\_

Appropriate Administrator Signature \_\_\_\_\_

Date \_\_\_\_\_

HR Use Only: Entered by \_\_\_\_\_

Date \_\_\_\_\_