Supervisor Frequently Asked Questions

It is the responsibility of the hiring managers and supervisors to provide support, guidance, a secure setting for growth, and an orientation to the workplace for the Student Employee. Keep in mind this job may be a student's first professional work environment.

✔ **Timesheet Approvals**
  - Timesheets are approved by hiring managers/supervisors or designees left to the discretion of department
  - In CMS, submitted time has a status of "Needs Approval" until it is approved by department
  - Once time is approved by system, it can no longer be modified in CMS Student/HR. Modifications need to be made using the Student Time Adjustment Report
  - Time may be reported up to 60 days in the past - Time older than 60 days must be submitted on the Student Time Adjustment Report
  - Pay period inclusive dates are listed on the payroll calendar for each pay period - pay period dates do not always follow a calendar month
  - For further job aids on timekeeping please visit the Student Employee website.

✔ **Allowable Working 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 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.

✔ **Recommended SkillPort Training Modules**
  - CSU Injury and Illness Prevention Program
  - EDU: Eliminate Campus Sexual Misconduct
  - CSU: Preventing Discrimination and Harassment for Non-Supervisors
  - Data Security & Privacy
  - Office Ergonomics (if working in office setting)
  - EDU: FERPA & Protecting Education (if working with student data)

✔ **Meal Breaks Periods**
  - All employees are entitled to a 15 minute paid break period after each consecutive four (4) hour shift.
  - If an employee works more than five (5) consecutive hours, s/he is entitled to a 30-minute unpaid meal period. The employee and supervisor may mutually agree to waive the meal period if the entire shift is no more than six (6) hours. However, please note that an employee must be completely relieved of duties during a meal break, otherwise, the meal break must be paid.
✓ Graduating Seniors
  o 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.

✓ Benefits/Paid Time-Off
  o 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.
  o For eligible Unit 11 Academic Student Employees please visit Article 3 of the collective bargaining agreement.

✓ Worker’s Compensation
  o Every Student Assistant is covered during his/her working hours by Workers’ Compensation Insurance. The coverage provides an incapacitated student employee a means of support and medical care when unable to work because of a job-related injury or illness. It is essential that an employee immediately report any job related accident or illness to the manager/supervisor.

✓ Performance Evaluations
  o It is recommended that managers/supervisors complete performance evaluations for student employees and discuss the student’s performance, strengths, and areas needing growth and development.

✓ Separations
  o All separation requests must be communicated, in email, to University Personnel to ensure proper separation and secure final pay for student assistants. The notice helps to ensure a timely final paycheck.
  o For further information on Unit 11 ASE please refer to Conditions of Appointment.
  o Examples of Voluntary Separations
    ▪ Resignation
    ▪ Graduation
- Student to staff or faculty position
  - Examples of Involuntary Separations
    - GPA Ineligibility
    - Budget limitation
    - Serious misconduct
  - Mass Terminations
    - Mass terminations for Students under Job Codes: 1870 and 1868 will be completed at the end of every academic year. Departments will receive email asking if active employees will continue as a Summer Bridge Student Assistants or if employment will continue for the next term. (No termination paperwork required)
    - Mass terminations for Students under Job Code: 1874 will be completed at the beginning of every academic year. (No termination paperwork required)