

## Student Employees

### I. Purpose

This exhibit pertains to the appointment of student employees. A "student employee" is defined as a UC student employed in an Assistant II, III, IV by Agreement title, or a student from outside UC in the working title Special Student Assistant.

### II. Policy

#### A. Positions Reserved for Students

1. Any position that is established for less than 50% time, or for a period that falls entirely within summer quarter, is generally reserved for students unless an exception is obtained from a Recruiter in Human Resources.
2. The Assistant II, III, IV, and by Agreement titles are reserved for UC students. These titles are casual/restricted appointments and are not covered by a collective bargaining agreement. Student positions are utilized to provide financial support and practical experience in the pursuit of the students' educational goals.
3. The Non UC Student Assistant II, III, and IV titles are reserved for students from outside UC. These titles are limited term appointments and are subject to the 1,000 hour in a twelve (12) month rolling period restriction. These titles are not covered by a collective bargaining agreement.
4. All student positions are recruited through the Student Employment Center except ASUCD positions which are filled via the ASUCD employment process accessed on the web at [www.asucd.ucdavis.edu/jobs](http://www.asucd.ucdavis.edu/jobs) The classification guidelines are defined in the Assistant Series Classification Plan, which is available on the Web at [http://financialaid.ucdavis.edu/Jobs/PDFs/assistant\\_series\\_classification\\_plan.pdf](http://financialaid.ucdavis.edu/Jobs/PDFs/assistant_series_classification_plan.pdf)

#### B. Eligibility

1. Assistant II, III, IV and by Agreement (Title codes 4919, 4920, 4921, 4926).  
These titles are used only for:
  - a. Currently registered UC undergraduate and graduate students who carry at least a half-time course load (6 units). Individuals who are in the concurrent program or on filing fee status are not registered students.
  - b. UCD students on approved Planned Educational Leave (PELP).
  - c. UC students who have submitted a Student Intent to Register form for the following quarter.
  - d. UC student Assistants may continue an existing appointment for a maximum of one quarter after graduation based on the business needs of the department.
2. Non UC Student Assistant II, III, and IV (Title codes 4923, 4924, 4925).  
A student from outside UC who is carrying at least a half-time (6 units) course load at a two or four year higher educational institution with degree programs may be recruited and appointed to an Assistant Series vacancy after clearance by the Student Employment Center. A Special Student Assistant shall not be appointed if there is a UCD or other UC student available to fill the vacancy.

3. The department must verify student eligibility each quarter.

C. Compensation

1. Starting Salary. The starting pay rate is normally the base rate plus any applicable differentials (see Exhibit B).
2. Salary Increases. See Exhibit B for a description of longevity and special recognition increases.
3. Overtime and Leave Accruals. Student employees earn overtime, holiday pay, vacation, and sick leave under certain conditions. See Policies 32, 40, 41, and 42 for more information.
4. FICA (OASDI and Medicare) and Defined Contribution Plan. Student employees are exempt from OASDI and Medicare tax withholding if they are enrolled in a course of study for at least half time. There is no exemption for wages earned in a pay period that falls entirely outside an academic term. Students who are not exempt must contribute to the University's Defined Contribution Plan in lieu of OASDI, and to Medicare. Contact the Payroll Services Division at (530) 757-8550 for additional information.
5. By Agreement and Perquisites. Certain student appointments involve live-in on-call duty that may make it difficult to track hours worked. These employees may be compensated with a fixed By Agreement rate in lieu of an hourly rate of pay.

D Hours of Work and Length of Service

1. To allow the student to pursue his or her educational objectives, the department must be flexible in scheduling work hours.
2. Students shall be appointed with a definite end date. Work-Study and PELP students shall not be appointed past the end date of their award or leave.

E. Work-Study Funding

1. Work-Study funding is available to all departments. Refer to the departmental guidelines for processing work-study awards  
<http://financialaid.ucdavis.edu/Jobs/ucdemployerspolicies.html>
  - a. Work-study funds pay 75% of the student's wages and is a form of financial aid. The department may use any University fund source to pay the additional salary.
  - b. The Payroll Personnel System pays the student 100% from work-study monies and charges 25% out of the departmental fund source.
  - c. A Work-Study position may not displace a regular employee.
2. Eligibility. To be eligible for a Work-Study job, a student must have received a financial aid award that includes Work-Study funds.
3. Award Period. The award period for undergraduates is from July 1 to June 30. The award period for a graduate student is October 1 to June 30. At the end of the award period, unused Work-Study funds are forfeited.
4. Excluded Costs. The department must pay the full cost of:
  - a. Hours worked before the start date or after the end date of the Work-Study award.
  - b. Hours worked before the Student Employment Center enters the award amount in

the payroll/personnel system.

- c. Hours worked beyond 40 hours per workweek. The workweek begins 12:01 a.m. Sunday morning.
  - d. Sick leave, vacation leave, holiday pay, and other benefits.
5. Multiple Appointments.
- a. A student may not hold two Work-Study jobs at the same time.
  - b. A student holding a Work-Study community service position may not jointly hold a Student Assistant Position. However, this is allowable if the position is a stipend position.
6. Transfers. If a Work-Study student transfers to another department, the original department must send notice to the Student Employment Center within three business days of the request. To facilitate the transfer, the date of termination and balance remaining on the award must be included in the request.
- F. Reclassification. To request classification review of a student position, the department submits a reclassification request describing the change in duties via <http://financialaid.ucdavis.edu/Jobs/reclasrequest.html>
- G. Release. See Policy 61 for information on release of a student employee.

### III Procedure

- A. Recruitment of Student Assistant II-IV and by Agreement Positions
1. The department identifies a need for a student employee and determines whether Work-Study funds can be used. The department determines the duties, start and end dates, percent of time, working hours, supervisor, and fund source.
  2. The department logs on to the UC Davis Student Employment Web site (SECW) at <http://jobs.ucdavis.edu>. The Help Desk may be reached at (530) 752-0520.
  3. The department completes an on-line vacancy listing. If Work-Study funds are to be used, the vacancy listing must say so.
  4. The Student Employment Center will review the submitted vacancy and if approved will post the job on the Web.
  5. Students access SECW at <http://jobs.ucdavis.edu>. SECW lists all off-campus, on-campus, and Work-Study jobs.
  6. The department uses SECW to update, re-post, or withdraw jobs.
  7. Students contact the department directly to apply for a job.
  8. The department selects the UC student who can perform the duties of the position most effectively. If there is no qualified UC student, the department may select a non-UC student (see III.B below).
  9. The department verifies that the applicant is a UC student in the student information system (BANNER), or by calling the home campus.
  10. The department makes the job offer.

For critical positions (see UCD Procedure 21, Exhibit D), the offer is conditional on successful completion of a background check. The background check must be complete

before employment begins.

11. The applicant accepts the position.
12. For Work-Study jobs, the department requests the Work-Study Eligibility form from the Student Employment Center at <http://financialaid.ucdavis.edu/Jobs/ucdemployersforms.html>

13. The department deactivates the listed position from SECW.

14. **Campus:** The department enters the hire in the payroll/personnel system. Exception: If there is a perquisite, the department sends the forms to Human Resources Compensation Services.

**UCDHS:** The department contacts the Recruiter to complete the hiring process.

**Both:** Put the job number in the comment section. For Work-Study jobs, create one distribution line for Work-Study funds and another for non-Work-Study funds.

15. For Work-Study jobs, the department returns the completed Work-Study Eligibility form to the Student Employment Center. The Student Employment Center enters the award limit in the payroll/personnel system. The student cannot begin work until this is done. The award limit can be viewed in the payroll/personnel system IFNW screen.

B. Recruitment of Non-UC College Student Assistant II-IV Positions

1. The department shall first give hiring priority to UC students prior to employing a non UCD student. Exception will only be granted when the department has provided justification based on University need.
2. To recruit non UC college students from a higher education (2 year/4 year) institution that offers degree programs (i.e. Associates, Bachelors, Masters, and Doctorates) the student positions (including ASUCD) must be listed with the campus Student Employment Center.
3. Departments list jobs (as described in III. A above) for two weeks. The Student Employment Center may waive this step for off-campus departments.
4. If qualified UC students do not apply, departments may submit a Non-UC recruitment request to the Student Employment Center.
  - a. If the Student Employment Center approves the hiring of a non-UC student, the department may recruit students from four-year colleges or two-year Community/Junior Colleges. Applicants must be enrolled in a degree program and carrying at least six units.
  - b. With approval from the Student Employment Center, departments may publicize hard-to-fill vacancies with leaflets, posters, or e-mail. The publicity must be approved by the Student Employment Center.
  - c. Exception to the two-week posting period may be granted in the following situations; however, active simultaneous UC recruitment should continue:
    - Special programs funded by Grants allowing the employment of non UC students.
    - Departments with remote field sites.
  - d. The following exceptions require that 75% of available positions must be filled by UC students, leaving 25% of the positions available for non UC Students:
    - Approved Department partnership with a non UC college

- Departments with a position listing ten or more available vacancies
  - Departments demonstrating difficulty in filling a particular position with UC students.
5. Students contact the department directly to apply for the job.
  6. The department selects the applicant who can perform the duties of the position most effectively.
  7. The department identifies candidate and submits the information for final approval from Student Employment.
  8. The applicant accepts the position.
  9. The department enters the hire in the payroll/personnel system.
- C. Recruitment of High School Students for Assistant II-IV Positions
1. The department lists a job with an on-line application as described in III. A above for two weeks. (This requirement may be waived if the request is associated with any specially funded program for the employment of high school students.)
  2. If no qualified UC or non-UC college students apply, permission may be granted to recruit high school students by providing a written justification in support of a request to the Student Employment Center. This statement must document the department's efforts to fill the position with UC and non-UC college students.
  3. The department must provide the Student Employment Center the following in consideration of hiring a high school student:
    - a. Name and age of the high school student
    - b. The job vacancy listing number
    - c. Copy of the work permit
    - d. A detailed job description must be submitted to the Student Employment Center. Individuals supervising minors require a background check as described in Personnel Policies for Staff Members 21.
    - e. Copy of the parental consent for employment of the minor received by the issuing school district as part of the application process for the work permit.
  4. If a minor is injured on the job, contact the Employee Health Center at (530) 752-2330.

Note 1. Departments must first contact the Student Employment Center prior to the employment of any high school student/minor to discuss the nature of the request and ensure compliance with Child Labor Laws.

Note 2. Minors employed under the student assistant series are governed by UCD Policy 290-32, Minors in University Facilities.

Note 3. The Authorization to Consent for Treatment of a Minor form authorizes Employee Health Services to provide treatment of a minor. Any medical care provided by the University for work related injuries must be consented by the parent or legal guardian. The Authorization to Consent for Treatment of a Minor Form must be completed by a parent/legal guardian at the time treatment is required.

#### IV. Further Information

- A. The Student Employment Center can provide more information. Call (530) 752-0520 or email

sec@ucdavis.edu.

- B. Questions about the Work-Study program should be directed to (530) 752-0117.
- C. Job listings are available at <http://jobs.ucdavis.edu>. Resources for departments are available at <http://financialaid.ucdavis.edu/Jobs/ucdemployers.html>