

## HUMBOLDT STATE UNIVERSITY

### STUDENT EMPLOYMENT - GENERAL GUIDELINES

#### Eligibility

##### *Student Assistant*

1. A student must be enrolled in and regularly attending classes totaling at least 6 units if an undergraduate and 4.5 units if a graduate student.
2. Extended Education units can count toward the unit requirement, but students enrolled *only* in Extended Education units are not eligible.
3. Students in the last semester of an ongoing course of study may continue to be paid as a Student Assistant even if the number of units needed to obtain a degree constitutes less than half-time enrollment.
4. Students may be paid as Student Assistants for all time worked in any month that falls wholly or partially within the academic term and during normal school breaks of five weeks or less.

##### *Bridge Student Assistant*

1. A continuing student must be enrolled at the University in the spring semester and plan to enroll at least half-time in the fall semester. The student need not be enrolled in any summer session classes.
2. A new student must be accepted at the University for the fall semester and plan to enroll at least half-time to be employed the prior summer.

#### Allowable Work Hours

1. Students should be scheduled to work only on a part-time basis that is consistent with their educational program. Typically, this should not be more than 20 hours a week when classes are in session.
2. Student employees may work up to 40 hours a week when classes are not in session (i.e., summer recess, semester break, vacation periods and finals week).
3. Student employees cannot be scheduled to work overtime (over 40 hours a week).
4. Work-Study students are subject to earnings limits that may have an additional impact on the total number of allowable work hours.

### Rest Periods

Students should be scheduled to take a 15-minute paid rest period for every four consecutive hours worked. Students should be given a minimum of a half-hour unpaid meal period when scheduled to work more than five consecutive hours, unless a work period of not more than six hours will complete the day's work. The supervisor determines when rest periods are to be taken.

### Employment Benefits

Student employees are covered during their working hours by Workers' Compensation insurance. It is essential that an employee immediately report any job-related accident or illness to the supervisor. Additional information regarding Workers' Compensation is available from Human Resources.

Student employees are NOT eligible to receive other employment benefits such as overtime pay, shift differential, paid holidays, vacation, sick leave, group insurance, retirement benefits, unemployment insurance or permanent status.

### Safety

In accordance with Cal/OSHA regulations and University policy, student employees must be provided the required and appropriate safety training. Likewise, the department is responsible for providing student employees with all safety personal protective equipment required to perform their assigned tasks.