

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES

Office of the Chancellor
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**Code: FSA 81-13
Supplement No.1**

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To: Presidents

From: Robert E. Tyndall
Acting Vice Chancellor
Faculty and Staff Affairs

Subject: Use of Student Assistant Classes

This FSA is a revision of FSA 81-13 which it replaces. There have been numerous recent campus inquiries regarding the need for policy clarification concerning the use of the Student Assistant Classes (Class Codes 1870 and 0100). It is important that the limited nature and the restrictions upon the use of the Student Assistant classes be reaffirmed. It should be noted, however, that since appointments to Work Study Classes (Class Codes 1871 and 1872) are subject to Federal Work Study guidelines, the policy statements which follow do not apply to work study classes.

The Student Assistant classes (Class Codes 1870 and 0100) were designed for people who are primarily students and also work on campus part time. This is in contrast to persons who are full time employees and part time or sometime students. The Student Assistant's commitment to her/his studies is such that full time work is appropriate only when school is not in session.

1. The Student Assistant class is intended to provide a vehicle for students to work part time while they are in school, partially to enable them to gain valuable experience related to their educational goals and partially to assist them with financial support during the period when they are in school. It is not intended that the Student Assistant classes be used when a position would be better covered by one of the established classes. At present a number of staff positions are occupied by employees who are also part time students. It is expected that this practice will continue.

2. When school is not in session due to quarter/semester breaks and summer recess. Student Assistants may work up to a maximum of 40 hours per week but shall not be scheduled to work overtime. The Controller's Office will not issue payments to Student Assistants in excess of 168 hours for a 21-day pay period nor in excess of 178 hours for a 22-day pay period without approval of this office. Also note that Student Assistants do not earn credits for holiday pay.
3. When school is in session. Student Assistants may work up to, but normally not in excess of, 20 hours per week. Under emergency or other unusual situations, it is permissible for Student Assistants to work up to 30 hours in a week. If Student Assistants work in excess of 20 hours per week on some occasions, there should be a balancing assignment in other weeks so that the overall average will not greatly exceed 20 hours per week. Campuses are to monitor instances of excessive weekly workloads for Student Assistants to insure conformity to this FSA.

Questions regarding use of appropriate student and established classes should be directed to William Lahey or Wally Moore --ATSS 635-5606 or 5588 or (213) 590-5606 or 5588. Questions regarding payroll appointment processing should be directed to M.L. McCarty at ATSS 635-5584 or (213) 590-5584.

RET/cec

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