

## Student Assistant Appointment Policies and Procedures

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The purpose of this policy is to ensure equal opportunity, nondiscrimination, equity and fairness in the recruitment and appointment of student assistant positions at SUNY Cortland.

Student Assistant positions are established for the purpose of giving financial support to university students while at the same time accomplishing necessary work for the campus. Student assistants remain first and foremost students. All appointments of this type are made to the title of 'student assistant' and are appointed through Student Employment Services.

### Appointment Eligibility:

- Must be a regularly enrolled SUNY (including community college) student equating to at least half time:
  - During the academic year, students must be actively enrolled (minimum of six (6) undergraduate credit hours or four and a half (4.5) graduate credit hours) during the full course of their employment.
  - During the summer session or winter session, students must be accepted by the university and eligible/anticipated to enroll, as defined above, for summer classes or for the upcoming term.
- The hiring of SUNY students will be based on the following priority:
  1. SUNY Cortland students
  2. All other SUNY units including community colleges-during winter and summer sessions
- Ineligible candidates
  - Students that do NOT attend a SUNY or NYS Community College are NOT eligible for Student Employment
  - A student holding a Graduate Assistantship is not eligible for appointment as a student assistant. (See related [Graduate Assistantship Policy](#))
    - Over winter and summer break, GA's, if eligible, can apply and be hired into a student assistant position as long as they are not on GA payroll.
  - If a student cannot register for classes due to a "hold" on their account, they are not eligible for student employment until the "hold" is cleared.
  - As soon as a student graduates, or otherwise loses student status, they are no longer eligible to be appointed, or to remain on student assistant payroll. Spring graduate eligibility ends May 31 and fall graduate eligibility ends Dec. 31. Mid-semester students who lose student status at any other time lose eligibility immediately.

### Appointment Procedures

#### Advertising/Posting Procedures

1. The hiring office must complete and submit an online position requisition using the On-Campus Student Employment hiring system (PeopleAdmin).
2. Vacancy announcements must be posted in PeopleAdmin and with SES for at least three (3) business days. Additional alternate advertising is encouraged, e.g. class announcements, bulletin

boards, email list serves, etc. a. Re-hiring returning students or extending current student assistants do not require advertising.

- a. No new appointments shall be made without having had the position advertised/posted. Failure to follow this process may result in the student being ineligible to continue working in that department or the department will lose funding for the position for one semester.
3. Once postings have expired or the minimum posting time has been met, supervisor can begin review of applications and commence interviews. It is highly recommended that at least three (3) students are interviewed. The interview process itself is an educational opportunity for students.

### *Initial Appointment Procedures*

1. After candidates have been interviewed and a student(s) have been selected, the selected candidate information must be completed in PeopleAdmin. Student hiring proposals must be submitted at least three (3) days prior to the student's start date, and approved by Payroll before an applicant is considered hired.
  - a. This can be verified in the Recruitment/ATS system in the specific job posting under the hiring proposal tab. The status will say 'Hire Approved' beside each student.
2. Students will receive an email with instructions on how and where to complete paperwork. All documents for students to complete are in the Student Employment Services (SES) office within Career Services, Van Hoesen Hall, Room B-5. Students *do not* need to bring paperwork with them.
  - a. The appointed student must complete Form I-9 within three (3) calendar days of their start date, preferably prior. Failure to process these documents within the timeframe outlined by the DHS is noted as non-compliance and may result in the university receiving extensive fines.
    - i. To complete the Form, I-9, the student will be required to show certain original documents to verify identity and employment eligibility. A full list of acceptable documents can be found [here](#).
    - ii. Students who fail to complete this step on time will be required to stop engaging in work activities immediately until the Form I-9 is complete. Notification of this will be made to the supervisor and must be complied with. No exceptions.
    - iii. We recommend students make an appointment to complete their paperwork. Walk-ins are welcome; however, paperwork cannot be completed unless required IDs are presented. Appointments can be made by calling 607-753-4715, or 607-753-2223.
  - b. Students will be asked to provide SES the department in which they are working in, and the name of their supervisor they are working for at the time they complete their paperwork. This allows SES to accommodate the email confirmation policy.
  - c. Student supervisors must receive email confirmation from SES indicating that the student has properly completed all employment paperwork before a student can be added to work schedules. SES staff will send email confirmations no later than the end of day (4:30 pm during the semester, 4 pm during breaks) on the day a student completes their paperwork.
3. All Student Assistants must be paid at least the federal minimum wage.
4. Student Assistants shall be paid on an hourly basis. Occasionally stipends or other forms of payment may be appropriate, such as RAs. All payments other than hourly must be preapproved by HR prior to advertising.

### *Re-appointment/Change of Appointment Procedures*

1. A [Student Assistant Assignment/Action Form](#) shall be completed thoroughly and submitted to the Payroll Office for the following:
  - a) A reappointment to the same position held previously; or
  - b) Extension of existing appointment; or
  - c) A change in employment, such as a salary increase
2. This form must be received by the Payroll Office prior to the student commencing the action represented in the form.

#### *Work Hour Limitations*

- During the academic year, student assistant employment should not exceed 20 hours per week. This maximum for International Students is strictly enforced, as it is the term and condition of their Visa status.
- During breaks, intercession and over the summer, student assistant employment shall not exceed 29 hours per week.
- ALL hours worked on campus, excluding CAS employment, are included in the student assistant work hour maximums. These include, but are not limited to, work study positions, resident assistant responsibilities, assistant coaching, adjunct teaching, summer sport camps, Research Foundation of SUNY positions, etc.
- If a student has multiple positions on campus and collectively the positions would result in working above the limits of this policy, the student shall be required to choose which position to forfeit.

#### *Early Termination Procedure*

- If for any reason a student assistant stops working, or is terminated from their position prior to the anticipated end date listed on the appointment form, **notification must** be provided to the Payroll Office using a [Student Assistant Assignment/Action Form](#). This form shall be completed and submitted (electronic submission via email is acceptable) as soon as possible.
- If a student assistant paid on an hourly basis does not submit a time sheet in three consecutive pay periods, payroll will automatically terminate the student assistant's commitment; however, this should not be a routine practice by the supervisor as a means of "communicating" an early termination.

### **Student Assistant Employment Policies**

#### *Benefits*

- Student Assistants do not qualify for benefits except as follows:
  1. Student assistants are eligible to enroll in the New York State Employees' Retirement System. Enrollment currently requires a 3% contribution to the retirement system for students. The equivalent of ten years of full-time service is needed to become eligible for pension benefits.
  2. Student assistants injured during the performance of their duties are covered by New York State's Workers' Compensation Law.

#### *Family Members and Consensual Relationships*

- The university strongly prohibits its student employees from being placed under the supervision of a member of his or her family or in the same office/department as a member of their family, regardless of a supervisory/evaluative relationship.

#### *Jury Duty*

- If a student assistant is required to participate in jury duty on a day that they are normally scheduled to work, they are entitled to their normal pay for that day up to \$40.00 a day for the first three days of jury duty which conflict with the employee's regular work schedule. Proof that such absences are required must be submitted.

#### *Meal Breaks*

- A meal break of a minimum of 30 minutes of unpaid time must be taken when a student assistant works more than 6 consecutive hours. This unpaid break must be recorded on the timesheet.

#### *Military Leave:*

- Student assistants are eligible for military leave under [Section 242 of the New York State Military Law](#).

#### *Student Time and Attendance (TAS):*

- Student assistants are required to complete an on-line biweekly timesheet through [SUNY's Time and Attendance System \(TAS\)](#) for each job (commitment) they are working. The student should submit and certify his/her time record to the supervisor for final approval on the last Wednesday of each two week pay period. For example, if a payroll period ends on Wednesday July 13, then all-time worked during that payroll period should be submitted no later than Wednesday July 13. Please refer to the [Student Payroll Schedule](#) for current dates and deadlines.

#### *Supervisor Approval in Time and Attendance (TAS):*

- Supervisors will receive daily notification until the student time record is approved. This time records must be approved, no later than Friday following the end of a payroll period. For example, if a payroll period ends on Wednesday July 13, approval of a student's submitted time record should be completed by Friday July 15. Please refer to the [Student Payroll Schedule](#) for current dates and deadlines.

***Important Note:*** When a student's submitted time record is not approved within two days, the supervisor's supervisor will receive notification for approval of the time record. If unforeseen delays do occur, the final day for any approvals submitted by supervisors will be on Monday, immediately following the due date. Using the example above, this would be Monday July 18.

\*If payroll deadlines are not met, delays in receiving paychecks on a timely basis may occur.

**Student Assistant Pay Ranges:**

Level	Rate	Description of Duties
A *	\$15.00/hr.	<p><b>General/Semi-Skilled Level:</b> Performance of simple and/or repetitive tasks, requiring little or no experience. Minor to moderate responsibilities and decision-making ability, direct and frequent supervision. Can require certification such as CPR or safety course.</p> <p><i>Examples: office and library assistants, desk attendants/monitors, facility attendant/monitor, fitness supervisor, Peer Tutor level 1, entry level tutor, facilities operations &amp; services, climbing wall supervisors</i></p>
B	\$15.50/hr.	<p><b>Skilled/Specialized Level:</b> Moderate to highly complex duties with a moderate to high level of decision making and self-sufficiency. Related or extensive experience required. Routine independent judgment with minor supervision.</p> <p><i>Examples: Admissions tour guides, Web, or PC assistants, tech help desk support, lab assistant, event or facility supervisors, event officials, building supervisors, group exercise instructors, peer level 2 tutor, tutor (other than entry level)</i></p>
C	Other  SA rates over \$15.50/hr., excluding lifeguards	It is expected that a high majority of CWS/SA positions will be appropriately compensated in levels A and B. Should a department desire a higher rate, a request including a justification statement may be submitted in advance of posting the position. <b><u>These requests will be reviewed by the respective VP, HR and Budget office prior to posting</u></b>

\* **Minimum Rates** –the Level A pay rate will correspond to the higher of the State or Federal Minimum Wage. President’s Cabinet has approved all other Level and current student pay rate adjustments related to any increase in the minimum wage.

The \$0.25 longevity increase, after the completion of each full year of service, has been suspended.

**Related Policies:**

Graduate Assistantships – Compensation and Work Obligation

<http://www2.cortland.edu/dotAsset/2318a518-0e7f-4346-9b9e-06801d1f053e.pdf>

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**Policy Distribution:**

President, President’s Council, Human Resources, Student Employment Services, Payroll

