

STUDENT EMPLOYMENT HANDBOOK

2023 SUPERVISOR EDITION



 Claremont Graduate University

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Overview

At Claremont Graduate University, we view graduate student employment as a mutually beneficial partnership between student employees and the university. Our goal is to provide a working environment that allows students an opportunity to grow professionally, while developing meaningful relationships with their supervisors, various departments on campus, and the institution.

Professional Development

Supervisors are encouraged to provide student employees opportunities to further their professional development. In partnership with Human Resources and the Career Development Office (CDO), workshops and trainings will be offered throughout the year.

National Student Employment Week

National Student Employment Week is a week of recognition for the incredible work that student employees do on their campuses. At CGU, we will recognize our student employees by launching Student Employee of the Year Awards annually to be announced during the second full week in April. Supervisors will have the opportunity to nominate student employees within their offices who have performed at an exceptional level. A committee will review all nominees and determine finalists to receive this award.

For more information, please contact the Dean of Students office:

Dean of Students Office

Claremont Graduate University

160 E. 10th St.

Harper Hall East

Claremont, CA 91711

deanof.students@cgu.edu

Phone: 909-607-9448

Hiring Guidelines

All student employment positions must be posted on Handshake following the [Policy and Procedures for posting student employment opportunities at Claremont Graduate University](#).

For additional instructions and guidelines for Federal Work-Study positions, please follow the [Federal Work-Study Policies and Procedures for Employers](#).

Be sure to include term dates and other specific instructions, including if the position is meant to be filled for a semester, year, or more.

Eligibility Verification

Prior to hiring, supervisors must ensure that the selected candidate meets the academic and conduct requirements for eligibility to work on campus. Please contact the Dean of Students Office to verify: deanof.students@cgu.edu. Supervisors are responsible to ensure all student employees are currently enrolled at CGU.

Supervisors should also determine if the student is eligible for Federal Work-Study. Please contact the Financial Aid Office:

Email: finaid@cgu.edu

Virtual Appointment: [Visit our Calendly page](#)

Phone: (909) 621-8337

Mailing address:

Financial Aid

160 E. Tenth St.

Claremont CA 91711

****Before starting work all student employees must first complete the Onboarding process and I-9 verification. Failure to do so will delay the hiring process. When completing the I-9 verification over the Zoom call, students must have the live acceptable documents ready to present.****

****International students must have a SSN or ITIN in order to be eligible to work at CGU. Please reach out to the International [Services](#) for assistance on how to apply for a SSN. ****

****Please note due to local, state, federal and international tax rules, state and federal labor laws, and visa and immigration policies *all student employees must reside in California*. Claremont Graduate University does not have a registered legal presence in most states or countries due to the cost and legal complexities of establishing and maintaining legal presence****

Wage Scale for 2023

2022	Category	Work Responsibilities	Range
Level 1	IT Student Support	To provide support to students, staff, and faculty who use the technology in our computer labs and in our classrooms. Duties include: <ol style="list-style-type: none"> 1. Set up technology in classrooms per the instructors' requests 2. Set up technology for meetings and events per the event organizer's requests 3. Trouble shoot technology problems in classrooms and other meeting rooms 4. Trouble shoot technology problems in the computer lab 5. Show and/or teach a user how to perform simple technology tasks (such as how to access CGU email or how to change the font in a Word document) 6. Refill paper and ink for printers in computer lab 7. Keep the computer lab organized and clean 8. Other duties as assigned. 	\$15.50
Level 2	Student Administrative	<ol style="list-style-type: none"> 1. Provides clerical support to department 2. Organizes and completes project assignments 3. Creates and maintains records 	\$15.50-\$18.50
Level 3	Student Curriculum Support	To provide support to students, staff, and faculty who use the technology in classrooms. Duties include: <ol style="list-style-type: none"> 1. Assist with managing Canvas account 2. Will act as a tech assistant to professors 3. Assists with development of class activities 4. Point of contact for students asking routine class questions 	\$17.50-22.50
Level 3	Teaching Assistant	<ol style="list-style-type: none"> 1. Reinforce lessons presented by the classroom teacher by reviewing material with students individually or in groups. 2. Provide additional learning support to students where identified. 3. Develop learning programs for individual needs and adapt appropriate materials accordingly. 4. Deliver customized learning activities to students either individually or in groups. 	15.50-25.50

		<ol style="list-style-type: none"> 5. Monitor and support the social and emotional needs of students. 6. Assist with the development of lesson plans and learning materials to meet curriculum requirements and individual student needs. 7. Help teachers prepare for lessons by getting materials ready, setting up equipment and arranging the classroom environment. 	
Level 4	Research Assistant	<p>Mid-level position, under direct supervision, performs a variety of skilled tasks requiring previous experience and/or specialized education, or performs work requiring considerable discretion in judgment and decision making, including responsibility for coordinating the work of a group of lower-level student employees and/or independently carrying out research-based projects. Duties include:</p> <ol style="list-style-type: none"> 1. Assist in collection and analysis of data 2. Maintain accurate records of projects 3. Writing reports to summarize data and the implications of the results 4. Prepare interview questions and protect privacy if necessary 	\$15.50-25.50
Level 5	Advanced Research Assistant	<p>High-Level position, under direct supervision, performs highly specialized projects that require advanced technical skill, previous experience and/or specialized education. Requires discretion in judgment and decision making and advanced qualifications. Duties include:</p> <ol style="list-style-type: none"> 1. Supervises student research assistants and coordinate the assignments 2. Audit reports conducted by other Research assistants 3. Evaluates protocols and data obtained from sets of experiments and recommends changes to procedures 	\$20.50-30.50
	Post-Doctoral Fellow	<ol style="list-style-type: none"> 1. Perform the research required by the faculty supervisor to a high standard and in accordance with all institutional and federal regulations. 	20.50-30.50

		<ol style="list-style-type: none"> 2. Participate in the postdoc career development and annual review process. 3. Work in a collegial and cooperative manner with the faculty supervisor and other co-workers.. 4. Assist with the compilation of quantitative data 5. Identifying funding opportunities and applying for funding applications 6. Work with your supervisor and other researchers to discuss, create and execute agenda 	
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*** Information gathered from University of La Verne and Azusa Pacific University as well as UC Riverside and Cal Poly Pomona**

*** All student employees must meet the California Minimum Wage Requirement**

*** Student employment rates for Level 4 positions over \$20/hour should be reviewed and cleared by the Human Resources Department prior to posting. For Federal Work-Study positions, see p.9 *Payroll for Federal Work-Study***

Payroll for Non-Federal Work-Study

Once a student receives an offer letter, the supervisor provides the student with a completed [New Student Personnel Action Form \(PAF\)](#). All boxes must be filled and signed prior to submission. You can find resources on the HR [Website](#) for a variety of topics.

The student employee should then be instructed to bring the form in person to the HR/Payroll office and complete their hiring packet. The student will need to bring with them either a passport OR photo ID card and social security card or birth certificate. A full list of acceptable forms of identification can be found on the last page of the [I9 form](#).

All student employees will need to provide a Social Security number, personal e-mail (non CGU email) and emergency contact information.

Expect up to two weeks for the student to be in the Payroll system from the date that paperwork is submitted. **Students may not begin work until their paperwork has been completed.**

Biweekly Paycheck

Workday is the system currently used to track your hours. Please make sure to log your hours into Workday on a daily basis. In addition, you must submit and have your timecard approved for it to be processed through payroll. For the most current hourly payroll dates, check the [Payroll](#) site.

Paycheck

Biweekly paychecks are delivered through direct deposit unless otherwise noted. We will require direct deposit unless extenuating circumstances

Payroll for Federal Work-Study

Students who are funded through Federal Work-Study should provide their FWS packet to their supervisor upon hire. This packet is given to the student from the Financial Aid Office when the student is awarded. Once the supervisor completes and signs the award letter, the student is responsible for submitting their completed packet to the Financial Aid Office. The Financial Aid Office coordinates with Payroll and no other action is needed by the supervisor to initiate this process.

Students may not begin work until their paperwork has been submitted.

Timesheet Information

The Financial Aid Office sends blank PDF timesheets to the student upon awarding. Supervisors must sign off on time sheets and return them to the student for submission by noon on Thursday unless otherwise noted on the FWS timesheet schedule.

Paycheck

Paychecks are delivered through Direct Deposit unless requested otherwise.

Student Employment Laws and Regulations

Hours

Student employees may work up to 20 hours per week for Claremont Graduate University. This means that if a student is hired in more than one department, their total hours per week may not exceed 20 hours. Supervisors are encouraged to check in regularly with their student employees to ensure that they are maintaining their work and class expectations and exercising good judgement about their time management. Supervisors are also encouraged to work with student employee schedules each term in a way that is flexible and fair.

Student employees may work up to 40 hours per week for Claremont Graduate University during the summer break if agreed upon with their supervisor. It is at the supervisor's discretion to approve students to work 40 hours per week during the summer break, each department must check their budget.

Students who graduate in May, are eligible to work during the Summer semester, up until one week prior to the start of Fall semester. Student employees who fall under this category will be taxed as regular employees.

International student employees generally have restrictions on working on-campus after their last semester. Please contact SLDL at international@cgu.edu to inquire about more information.

The Financial Aid Office works with Federal Work Study student employees to monitor their total allotments for the year and will alert the student when they are close to maxing out their allotment for the year. The supervisor is encouraged to work with the student employee at the beginning of employment to work out a schedule that will keep the student employed for the entire year. The Financial Aid Office may be used to provide a recommendation for weekly hours. If a student runs out of their FWS allotment, the department may decide to continue payment out of their budget. **When Work-Study student use sick time, the funds come from the department's budget.**

Students cannot be an RA/TA for a class they are currently enrolled in.

Meal and Rest Periods

Student employees must take a 30 minute unpaid meal period by the 5th hour (4.59) of work. A student employee may waive (see form on HR website) their 30 minute meal period if their workday is for 6 consecutive hours or less. If a supervisor does not provide an employee with a required meal period, a meal penalty will be automatically added to the student's paycheck for a total one of an additional hour of pay at the student employee's regular rate of pay for each workday that a meal break is not provided.

Student employees who work 3.5 hours or more per shift are entitled to take a 10-minute paid

rest break for every 4 hours worked. A second break must be provided after 10 hours but can be waived if the first break was taken and the employee works no more than 12 hours.

Overtime

Student employees who work more than 8 hours a day for CGU must be paid one and one-half times their regular rate of pay for all hours worked between 8-12 hours and any hours over 40 hours per workweek. An employee's overtime rate increases to double the regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight on the seventh consecutive day of work in a work week.

NOTE: Overtime provisions apply to hours worked in all positions held at Claremont Graduate University combined. Any overtime rates will apply to the department/supervisor that puts the hours worked into overtime range.

Double-Time

- Double time must be paid when a student employee works more than 12 hours in a single workday, or
- more than 8 hours on their 7th day of work
- It is paid at twice the employees regular rate of pay

Student employees cannot work more than 5 days in a row.

Paid Sick Leave

In compliance with [Healthy Workplace Healthy Family Act of 2014](#), student employees earn paid sick time at a rate of one hour for every 30 hours worked. The student must work at least 30 days over a 12 month period in order to accrue sick time. The accrual process begins at the start date of employment at Claremont Graduate University, and accruals may be used after 90 days of employment. The minimum rate of accruals over a 12 month period is 24 hours of paid sick leave across all positions at Claremont Graduate University. The maximum use of sick time is capped at 24 hours of use per year. Claremont Graduate University has [policies](#) regarding sick time for student employees. **When Work-Study students use sick time, the funds come from the department's budget.**

Proper Usage

- An employee may request paid sick days in writing or verbally. Student employees cannot be asked or required to find a replacement as a condition for using paid sick days.
- An employee can take paid leave for employee's own or a family member for the diagnosis, care or treatment of an existing health condition or preventive care or for specified purposes for an employee who is a victim of domestic violence, sexual assault or stalking.

Supervisor Requirements

- Sick accruals balances are reflected in each paycheck. **Supervisors may not ask for or require medical documentation from an employee requesting sick time.** An employee may request the use of sick time through Kronos or if too ill may submit a Kronos Correction Form to add sick time.
- Supervisors may not retaliate against an employee for using earned sick time. This includes performance-based evaluations, reasons for not re-hiring, and termination of employment.

Separation/End of Employment

Any accrued sick time is not paid out at the end of employment. If the student is hired in the same or another department at Claremont Graduate University within one year of departure, the student's sick pay accruals must be reinstated.

More Information

For questions about paid sick time for student employees, please contact the Human Resources department. For Frequently Asked Questions and more details about paid sick leave California Law, visit https://www.dir.ca.gov/dlse/Paid_Sick_Leave.htm.

Compliance Training Modules

Claremont Graduate University provides training in various levels of compliance to student employees. Whether a student is working directly with students, or employed in a research capacity, these trainings are beneficial. Training modules cover compliance areas for discrimination and harassment, FERPA, data security, social media, Clery Act, HIPPA, ADA compliance, and more.

Upon hire of a student employee, the supervisor should send the full name, CGU email address, and department of hire to the Student Services Coordinator to assign training modules.

The supervisor should then advise their student employee to submit certificates of completion when trainings are complete and maintain for their records.

Frequently Asked Questions:

Q: How long is each module?

A: The trainings are self-paced and can be started, stopped, and paused at any time. The training will pick up where the student left off. The length of each training ranges from 20 minutes to 60 minutes.

Q: How long do students have to complete the trainings once they are assigned?

A: The Student Services Coordinator will provide a two month window to complete trainings unless the supervisor specifies a shorter or longer time frame.

Q: Can a supervisor choose from the trainings and request less than the ten?

A: Trainings are assigned as a package deal. The trainings were selected by the Dean of Students Office based on cases over the years that have fallen into each of these categories. Although a supervisor may not think that a training is relevant, all trainings are provided to mitigate potential risk to students, faculty, staff, and the university.

Q: Can supervisors be assigned these trainings as well?

A: Yes, please contact Human Resources to request staff or faculty access to compliance trainings.

Q: If a student has already completed the modules in a different campus position, do they need to redo them?

A: No, unless the supervisor feels that the student needs to be re-trained. In this case, the supervisor can request to renew specific modules (ie. FERPA).

Q: If a student does not complete the trainings by the deadline, what should be done?

A: If a student needs additional time to complete modules, please contact the Student Services Coordinator to adjust the due date.

Q: What is the penalty for not completing the trainings?

A: Any penalty or incentive for module completion is at the supervisor's discretion.

Q: If a student has a question about something that they observed in the trainings, who should they contact?

A: The student may contact the Dean of Students Office if they have any questions relating to the trainings that they observed. It is possible that some areas of training may elicit questions, especially relating to Title IX related content.

Compliance Training Module Descriptions

1. **FERPA**- This course explains a complex and dense federal law in easy-to-understand terms that almost all colleges and universities must comply with. In this course, you will learn how educational records are protected under FERPA, permitted disclosures, and student rights.
2. **Harassment and Discrimination Prevention**- This course engages employees and raises their awareness about harassment and discrimination by explaining the law and providing insight on how to appropriately respond to and report misconduct. It provides practical tips to help maintain a safe, inclusive work environment, including safe and positive options for bystander intervention, using inclusive language, and avoiding microaggressions. Interactive exercises engage learners with realistic situations, scenarios, tasks, and model strategies for promoting a harassment- and discrimination-free workplace. Based on learner profile settings, the course content satisfies the state sexual harassment training mandates of New York (State and City), Maine, Delaware, Connecticut, and California (including AB 1825, AB 2053, SB 396, and SB 1343). For higher education customers, this course additionally satisfies the state training mandate for Illinois; engages faculty and staff members on how to identify and report sexual and interpersonal misconduct; and covers awareness and prevention topics required by the Clery Act and Title IX (including state law definitions of consent, sexual assault, domestic and dating violence, stalking, and victim protections).
3. **Clery Act Basics**- This course is broken into three parts: Identifying Clery Act crimes, employee reporting for Clery, and policies and programs. Understanding the basics of the Clery Act's reporting requirements is an important step to helping our institution comply with its legal obligations. Together with awareness and prevention education, gathering accurate reporting information also helps our institution's efforts to keep the campus community safe.
4. **Check Point Data Security and Privacy**- Because human psychology lies at the heart of employee mistakes, data security training must consider the biases and tendencies that make employees vulnerable. Checkpoint: Data Security and Privacy addresses the human element in data security.
5. **HIPAA Basics**- The federal HIPAA law and regulations require "covered entities" and "business associates" to provide appropriate training to all staff to protect the confidentiality of health care information and ensure compliance with HIPAA. This course covers basic HIPAA definitions, rules, and requirements, as well as HIPAA-mandated content (e.g., safe computing skills such as password management). It will also provide staff the background and awareness to identify, avoid, prevent, and respond to security and privacy breaches.
6. **Bridges | Taking Action (Title IX)**- By concentrating learner engagement around the practical application of content from the original Bridges course, this course seeks to codify prescriptive behaviors related to recognizing, responding to, and reporting sexual misconduct.

7. **Managing Bias**- Bias is very common in the workplace, which can create an unhealthy work environment when left unchecked. This course defines a complex topic in easy-to-understand terms and provides research-backed tools to manage bias in the workplace.
8. **Social Media and your job**- This course is written in language understood by a mobile 2016 audience and describes not only legal pitfalls, but also best practices that protect both the employee and employer.
9. **Accommodating Disabilities**- In this course you will learn about the federal laws relating to students with disabilities, as well as what reasonable employee and student accommodations are.
10. **Graduate Student Sexual Assault** (Piloting this semester): Title IX and Clery Act training to support graduate students' interactions with advisors, faculty members, peers, and undergraduate students (including responding to disclosures).

Worker's Compensation and Disability Services

If a student employee sustains an injury on the job, report the incident to Human Resources immediately.

If a student employee reports a substantial injury or illness, refer the student to the Office of Disability Services (ODS) on campus disability.services@cgu.edu (909) 607-9448. While the ODS does not provide work-related accommodations, the student may be eligible for temporary academic-related accommodations.

If at any time a student discusses any disability-related issues: physical, learning, mental health, chronic illness, etc., please refer them to the Office of Disability Services to guide them to potential available academic resources and accommodations.

Frequently Asked Questions

Q: If a student employee is requesting accommodations relating to their disability, who should I speak with?

A: Refer to the Human Resources Department for inquiries about work-related accommodations. The Office of Disability Services is available to provide the student with academic accommodations.

Q: If a student employee sustains a minor injury at work and says that they are okay, do I still need to report to HR?

A: Yes. Many injuries sustained could have delayed effects. It is important to report an incident as soon as possible to Human Resources.

Q: If a student employee is exhibiting concerning behaviors, what should I do?

A: Refer to the [7C Care Guide](#) for resources for support. If a student employee is at risk of harming themselves or others, call 911 or Campus Safety extension 7200, or by cell phone dial (909) 607-2000. For additional information, questions, and resources contact the Dean of Students Office (909) 607-9448.



Claremont Graduate University

Student Worker Acknowledgement Form

- I have read and been informed about the content, requirements, and expectations regarding Workday and hiring paperwork for student workers at Claremont Graduate University. I have received and read through the Workday trainings and agree to abide by the guidelines as a condition of my employment and my continuing employment at Claremont Graduate University.
- I understand that if I have questions, at any time, regarding Workday or my hiring paperwork, I will consult with my immediate supervisor or my Human Resources staff members.
- I have read the Workday Time Tracking Instructions for [Students](#)
- I have completed and submitted my hiring paperwork.
- I will review and approve my timecard at the end of each pay period.
- I understand that if my hours are not correct on my Workday timecard by the end of the pay period, this will cause a delay in payment.

Please review the Workday trainings carefully to ensure that you understand the process before signing this document.

Employee Printed Name: _____

Employee Signature: _____

Date: _____

Who to Contact

It is important to know your resources for support. The table below outlines who supervisors should contact with questions about various components of student employment.

Department	Contact	Areas for Support
Dean of Students Harper Hall East 119 160 E. 10 th Street T. 909.607.9448	Elizabeth Alvarado-Ramirez Student Services Coordinator	<ul style="list-style-type: none"> • Navigate resources for support • Verify eligibility for student employment • Assign compliance training • Inquiries about disability services or Title IX
Financial Aid Harper Hall East 105 160 E. 10 th Street T. 909.621.8337	Jane Mendez Financial Aid Counselor	<ul style="list-style-type: none"> • Understand Federal Work-Study guidelines • FWS Hiring Paperwork, process, and intake • Verify FWS eligibility • Monitor Work-Study allocations
Payroll Harper Hall 114 150 E. 10 th Street T. 909.607.2461	Virginia Ramirez Student Payroll Coordinator	<ul style="list-style-type: none"> • Provide payroll paperwork • Resolve payroll issues
Human Resources Harper Hall 118 150 E. 10 th Street T. 909.621.8686	Alex Martinez Human Resources Specialist	<ul style="list-style-type: none"> • Review wage rates for Level 3+ student employee positions • Assistance with employment termination