

## 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 college 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 College and eligible/anticipated to enroll, as defined above, for summer classes or for the upcoming term.
  - 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.
  
- The hiring of SUNY students will be based on the following priority:
  1. SUNY Cortland students
  2. All other SUNY units including community colleges(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](#))

### General Appointment Policies:

- All initial student assistant job opportunities must be advertised/posted with Student Employment Services (SES) for a minimum of three (3) business days;
  - 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.

- o A re-hire or appointment extension into the same job does not require advertising.
- Student Assistants must be paid at least the federal minimum wage
- The appointed student must complete a Form I-9 within three (3) calendar days of his/her start date, preferably prior, otherwise s/he 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.

### **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 a 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 ASC 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.

### **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 college 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.

*Military Leave:*

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

*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.

*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 record 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 paycheck on a timely basis may occur.**

**Procedures:**

*Advertising/Posting Procedures:*

1. Hiring office must complete and submit an online position requisition using the On- Campus Student Employment hiring system (PeopleAdmin). (Hard copy form will be available until the on-line system is available, anticipated for fall 2020 hiring).

2. Vacancy announcement 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.
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.
2. Immediately communicate the following to the student:
  - The student must go to the Career Services Office, B4 Van Hoesen Hall, to complete necessary steps in the employment process prior to their first scheduled workday.
  - All student hires must complete, or have on file, a valid Form I-9 (Employment Eligibility Verification) and tax forms (e.g. W-4 Form). 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 at: <http://www.uscis.gov/i-9-central/acceptable-documents>
3. After each of the above steps are completed, the student may commence work

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

1. A Student Assistant Assignment/Action Form (Appendix A) shall be completed thoroughly and submitted to the Payroll Office for the following:
  - a reappointment to the same position held previously; or
  - extension of existing appointment; or
  - 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.

### **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 (Appendix A). 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 Pay Ranges:

Level	Rate*	Description of Duties
A	\$12.50/hr.	General Level: Performance of simple repetitive tasks, little or no experience, minor responsibilities, direct and frequent supervision. <i>Examples: office assistants, library assistants, desk attendant/monitor, facility attendant/monitor, facilities operations &amp; services</i>
B	\$12.50/hr.	Semi-skilled: Performance of repetitive tasks, little or no experience required, a moderate degree of responsibility and decision making ability, typically requires a certification such as CPR or safety course. <i>Examples: fitness supervisors, climbing wall supervisors</i>
C	\$12.50/hr.	Skilled Level: Previous related experience required. Moderately complex duties, moderate degree of self-sufficiency and decision making ability required. <i>Examples: web or PC assistants, lifeguards, help desk support, lab assistant, event or facility supervisors, event officials</i>
D	\$12.80/hr.	Specialized Level: Performance of duties which are high in complexity, extensive experience or training, high level of decision making, self-sufficiency, routine independent judgment with limited supervision. <i>Examples: Admissions Tour Guides, ASAP Level 1 Peer Tutors, Student Supervisors</i>
E	Other*	ASAP: Differential rates for the following commitments based on Student Assistant’s current rates: <ul style="list-style-type: none"> <li>• \$1/hr.- Level 2 Peer Tutor (requires Level 2 Certification)</li> <li>• \$1/hr. -Peer Tutor Supervisors</li> <li>• \$3/hr. - Group Peer Tutors (Level 1 and Level 2)</li> </ul> ASAP: leader and mentor positions hiring rates: - PLTL Team Leaders- \$15.90/hr. - SI Leaders-\$15.90/hr. SI Leader Mentor ( position specifically recruited and appointed, hiring rate is \$1 above their current SI Leader rate)
		<ul style="list-style-type: none"> <li>• Exercise Class Instructors</li> <li>• Personal Trainers</li> <li>• Stipend Positions (must be reviewed by HR)</li> </ul>

\*Other – position descriptions and pay rates in this category must be reviewed and approved by the respective vice president and Human Resources prior to posting.

\*\* Minimum Rates – the Level A pay rate will correspond to the higher of the State or Federal Minimum Wage. All other Levels and current students will receive pay rate adjustments consistent with the raise in the minimum.

\*\*\*\* Minimum Rates –the Level A pay rate will correspond to the higher of the State or Federal Minimum Wage. President’s Cabinet will review and approve all other Level and current student pay rate adjustments related to any increase in the minimum wage. Longevity increases are authorized in the amount of \$0.25 after the completion of each year (academic year) of service for students returning to the same position. Longevity increases shall be processed and noted either at time of reappointment or as a change via the Student Assistant Action Form.

**Related Policies:**

Graduate Assistantships – Compensation and Work Obligation

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

**Effective Date:**

August 11, 2015, Revised, August 2, 2016, Revised December 29, 2017, Revised January 14, 2020. Revised January 15, 2021.

**Policy Distribution:**

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

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