

ON-CAMPUS STUDENT EMPLOYMENT INFORMATION AND TIPS

The Student Employment and Orientation Program is maintained by the Vice President for Student Affairs Office.

The website for the Student Employment and Orientation Program is <http://www.fullerton.edu/SA/StudentEmployment/>. This website houses both the On-Campus Employer's Guide as well as the Online Student Orientation Program

Number of Hours Worked in a Week

- Student Employees should normally work a maximum of 20 hours per week during an academic semester. During the fall and spring recesses and winter and summer breaks Student Employees can work up to but no more than 40 hours per week.

Classifying Student Employees in CMS

- During the summer break, student employees who are employed as an 1870 Student Assistant or an 1871 On-Campus Federal Work-Study Student during the academic year must be rehired as an 1874 Alternate Student Assistant or an 1875 Alternate On-Campus FWS student. Any person who is hiring a FWS student must obtain approval by submitting the Confirmation Ticket directly to the Office of Financial Aid who will confirm student eligibility for FWS funds.

CMS Processing

- Any changes to a Student Employee's position such as rehiring, terminating, pay increase, etc. must be processed in CMS.
- Student Employees (usually International Students) who have a Social Security number starting in the 700's, 800's, or 900's need to be hired manually through the Payroll Office. This process will allow Payroll to review the student's eligibility for employment.

Breaks & Meal Periods

- Any student who works more than four consecutive hours must be given a 15 minute paid break. Any student who works more than six consecutive hours must be given a paid 15 minute break and a 30 minute unpaid lunch break. Any student who works eight consecutive hours must be given two paid 15 minute breaks as well as a 30 minute unpaid lunch break.

Performance Evaluations/Merit Increases

- Performance evaluations may be given at any time, however, it is recommended that performance evaluations be given to Student Employees after the first semester of employment and every year thereafter.
- Student Employees may be considered for a merit increase at any time, but typically when re-appointed at the beginning of each semester, summer session, or academic year.
- Merit increases are typically 2% or 3% and should fall within the appropriate salary range for the classification. Employers processing a merit increase for a FWS student must submit a "pay rate change" Confirmation Ticket to the Office of Financial Aid for approval.
- A student must receive a satisfactory performance evaluation in order to qualify for a merit increase.

Confidentiality

- It is the responsibility of the hiring manager/supervisor whose Student Employees have access to *any type of confidential information*, (i.e. files, database, information systems), to require the students be trained on how to handle confidential information, and to ensure that the students have a strong understanding of all confidentiality laws. A good resource to assist the employer with training the Student Employee is the online Confidentiality Orientation (<http://www.fullerton.edu/sa/StudentEmployment/Confidentiality.aspx>).