

## FREQUENTLY ASKED QUESTIONS

### STUDENT ASSISTANT EMPLOYMENT

#### GENERAL

#### SICK LEAVE

#### BRIDGE STUDENT ASSISTANTS

#### INTERNATIONAL STUDENT ASSISTANTS

#### STUDENT ASSISTANTS UNDER THE AGE OF 18

#### GENERAL

- **If students are not eligible for retirement, why is it necessary for them to complete the new hire retirement system membership & information form?**  
Some students may have been part of a retirement system in the past. Once they are member of a retirement system, we have to report their hours and earnings. This rarely occurs, but we must ask if they have ever been a member in the past.
- **Is there a way to expedite any new hire paperwork?**  
Priority can be given. Please indicate on the PAFs so CBO and HR can prioritize.
- **What is a good way to explain the loyalty oath form?**  
Members of legislature including public employees prior to entering duties must subscribe an oath to the U.S. Constitution and CA legislature laws. The only exception of not providing an oath is due to religious grounds.
- **What is a good way to explain the mandated reporter requirements?**  
As public employees, there are regulations that we must comply with. As part of a public institution, we have a responsibility to our institution and community to report any minor and elderly abuse as they belong to our most vulnerable population. For this reason the State of California requires that we work together to keep everyone safe.
- **How does worker's compensation apply to students?**  
Every employee is entitled to worker's compensation benefits including volunteers, short-term, and student assistants. Employees need to be aware that if they have an accident they are entitled to worker compensation benefits. Part of those benefits include physician treatment. The employee may elect be seen by their physician. If they request to see their physician the physician must certify prior to an injury/illness from occurring.

- Since it is now a requirement for everyone to be fingerprinted, how do we process those that are not able to due to identification?

The only exception is for international students, they are able to start employment prior to fingerprinting. On PAF please indicate the student is an international student so that we don't request the fingerprint receipt. Once the student obtains proper documentation, the student must obtain a fingerprint. Everyone is required to be fingerprinted due to liability. It's a safety mechanism for everyone.

## SICK LEAVE

- How much sick leave can a student assistant accrue?

For every 30 hours worked an employee earns 1 hour of paid sick leave with a maximum accrual of 24 hours per year. The student may rollover unused sick hours but will always have a maximum of 24 hours.

- When is the sick leave available to use?

An employee must have been employed for 30 days and pass a 90 day period to begin using the sick leave. It is the approver's responsibility to be certain an employee has passed this 90 day period. Websmart does not place a hold of the 90 day period if an employee has sick leave to use.

- During this 90 day period, does an employee accumulate sick leave?

Yes, an employee accumulates during this period.

- Where can an approver/student go to view how much sick leave hours an employee has to use?

An employee/approver can go in Websmart to view the sick leave balance.

- How does a student report used sick leave?

An employee can report their sick leave usage in their Websmart timesheet.

## BRIDGE STUDENT ASSISTANTS

- What is the difference between a bridge student assistant and a regular student assistant?

Student Assistant	Bridge Student	Bridge Graduate
<ul style="list-style-type: none"> <li>• Student at one of the district campuses</li> <li>• Enrolled in 6 units during Fall and Spring Semesters</li> <li>• Enrolled in 3 units during Summer Session</li> <li>• <b>Deductions</b> <ul style="list-style-type: none"> <li>• Federal Taxes</li> <li>• State Taxes</li> <li>• Workers Comp (ER)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Employed in summer session enrolled in Spring and Fall semesters</li> <li>• <b>Deductions</b> <ul style="list-style-type: none"> <li>• Federal Taxes</li> <li>• State Taxes</li> <li>• Workers Comp (ER)</li> <li>• Medicare</li> <li>• Social Security</li> <li>• State Unemployment Insurance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Employed any time throughout the year only as TUTORS for upper level courses</li> <li>• <b>Deductions</b> <ul style="list-style-type: none"> <li>• Federal Taxes</li> <li>• State Taxes</li> <li>• Workers Comp (ER)</li> <li>• Medicare</li> <li>• Social Security</li> <li>• State Unemployment Insurance</li> </ul> </li> </ul>

- Does HR require 2 separate PAFs for Bridge students and regular student assistants if their employment crosses fiscal years (summer)?

You can complete 1 PAF for both positions. [For example PAF, click HERE.](#)

- What is the start date for Summer Bridge Student Assistants? Regular Student Assistants?  
June 1<sup>st</sup> for both
- What if a Student Assist is working, as a Jam Tutor for only one week in August, prior to the start of the Fall semester, are they considered regular Student Assistants or Bridge Students?  
If a student is working prior to August 15, then follow the summer guidelines. If they were enrolled in 3 units during the summer session then they are regular students. If they were not enroll but were in the Spring and will be in the Fall semester, then they are considered Bridge Students.
- Can you define “Graduates”? What determines if a student is eligible to be a Bridge Graduate?  
A student that has completed an Associate’s Degree or is a transferred student is a graduate. A graduate can work up to 1 year, counting from their graduation date.
- Can you define “upper level courses”?  
Any “transfer level” course

## INTERNATIONAL STUDENT ASSISTANTS

- Can an International Student be a Bridge Student Assistant?  
If an International Student was enrolled in the Spring and is enrolled in the Fall, then an international student can be hired in the Summer but as a Student Assistant. By IRS law, International Students cannot contribute to social security or Medicare.
- What documents are needed to hire an international student assistant?  
For an [I-9](#), you should obtain an [I-20](#), [I-94](#), and [passport](#).  
For Federal Withholdings (W-4), IRS requires that the individual report S1-S0. [Some exceptions are made for certain countries.](#)
- Where can an International Student obtain a social security?  
A student can seek assistance with the college’s international office or they can go to the nearest [Social Security Administration](#) office.
- Can an International Student work without a social security card?  
No, all employees are required have a social security card before their employment begins. If an employee does not have a social security, they should request one from [Social Security Administration](#), the request does not guarantee a social security card will be issued. Social Security Administration may take up to 2 weeks to issue a social security.

## STUDENT ASSISTANTS UNDER THE AGE OF 18

- What are the student employment requirements for students under the age of 18?  
A student under the age of 18 must complete a [statement of intent to employ a minor and request for work permit-certificate of age \(CDEB1-1\)](#). The intent form needs to be completed by the student and submitted to their current High School or High school District.