

DEPARTMENT OF TRANSPORTATION

Student **A**ssistant and **C**o-**O**p **P**rogram

Handbook

Prepared By

**Department of Human Resources
Office of Recruitment and Examination Services**

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<http://admin.dot.ca.gov/hr/StudentAsstProgram.shtml>

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I. STATEMENT OF INTENT

The Student Assistant Program and Co-Op Program is a recruitment tool for the Department addressing human resource needs by:

- providing an opportunity to preview potential future employees;
- providing students part-time employment related to their field of study;
- providing students with career direction; and
- supplementing the Department's resource needs while fulfilling the above objectives.

A student cannot be hired in place of a civil service employee, student positions should be established and developed consistent with the intent of the Student Assistant Program. Student assignments should be developed, structured, and designed where possible, to enhance the student's competitiveness in examinations.

Although students are not guaranteed permanent civil service employment, the program prepares students for future employment opportunities with the Department.

Students will be assigned to work in various areas that match their degree objectives.

- A. Engineering students (electrical, electronic, computer engineering, civil, and mechanical) will work closely with staff in areas such as design, construction, maintenance, new technology and research, related to California roadways, structures, and highway equipment. They will assist in drafting computer-aided design, calculations (engineering and standard), computer programming, plan review, project documentation, organization of reference materials, fabrication of test fixtures, preparation of test articles, acquisition and analysis of data, and preparation of final report and presentations. Engineering students are not to be hired **solely** to perform clerical tasks.
- B. Planning and archaeological students: (and those in related fields) will be assigned to work with staff to assist in: literature reviews of transportation publications, statewide and regional planning documents; internet searches; gathering, compiling, analyzing, and monitoring information; responding to public inquiries; providing logistical support for conferences, workshops and meetings involving local, regional, state, federal, and private entities; the development of plans, studies, projects, methodologies, presentations, and monitoring systems in support of the mainstreaming of Advanced Transportation Systems efforts; development of outreach, training and marketing materials for mainstreaming new transportation technologies into state and regional planning and programming processes; hazardous waste initial site

investigations (not including handling of "hazardous waste materials"); assist with environmental impact information as it relates to proposed transportation projects; assist in field evaluations or architecture or historic architecture impact of proposed transportation projects; and assist in transportation/environmental reports/exhibits. Planning and archaeological students are not to be hired **solely** to perform clerical tasks.

- C. Maintenance students will learn landscape restoration, planning, planting maintenance, and heavy equipment operation (with appropriate license and medical clearance), while working side-by-side with State employees. Maintenance students are not to be hired **solely** to perform clerical tasks.
- D. Equipment Service Center students will learn mechanical, welding trades, warehousing principles, computer inventory, design engineering, CADD principles, utilization of administrative technical skills related to planning, computer and/or general business issues depending on their job placement. Equipment Service Center students are not to be hired **solely** to perform clerical tasks.
- E. Business Administration students will be assigned tasks utilizing administrative technical skills related to planning, fiscal, personnel, computer, public relations, and/or general business issues. Business Administration students are not to be hired **solely** to perform clerical tasks.

II. DEFINITION OF STUDENT ASSISTANT VS CO-OP STUDENT

Student Assistants (also known as Interns) are hired from California accredited colleges and are given work assignments that will not interfere with their class schedules. Student Assistants must be enrolled in minimum of (6) semester units or (9) quarter units and attend classes during the semester/quarter while working for the Department.

Co-Op students are also hired from California schools in majors that will increase the Department's candidate pool in hard-to-recruit classifications. Co-Op students are junior, senior, or graduate students who work full or part-time during a term of four to eight months and receive unit credits for their work experience.

III. ROLES AND RESPONSIBILITIES

The roles and responsibilities for all individuals involved in the Student Assistant Program Co-Op Program are listed below. To maintain a successful program, all parties must understand the program's intent and their responsibilities. Individuals who have a direct role in the Student Assistant and Co-Op Program include:

- Student Assistant;
- Co-Op Students;
- Student Supervisor;
- Student Coordinator;
- Student Assistant Program Administrator;
- Student Assistant/Co-Op Student Contractor.

A. Student Assistant

The Student Assistant Program is intended to provide part-time employment to enhance students' career development. Student Assistants are expected to possess essential qualities including integrity, initiative, dependability, good judgement and the ability to work well with others.

Student Assistants are responsible for:

1. Completing work assignments in a manner consistent with supervisory direction and performance standards.

2. Maintaining the minimum enrollment requirement of six (6) semester or nine (9) quarter units (12 semester or equivalent quarter units may be required by the Division of Engineering Services). **Note: required units must be applicable to student's major once a major has been declared.**
3. Notifying their supervisor and Student Coordinator of any changes in college status, i.e., graduating, falling below the required minimum units, dropping courses, or changing major.
1. Maintaining a 2.0 GPA overall and continuing to make successful progress in achieving education goals (required documentation e.g., transcript must be submitted to substantiate educational progress). Successful progress in achieving educational goal is defined as achieving an Associate of Arts or Science degree, then continuing to obtain a Bachelor of Arts or Science degree.
(A Master degree is optional).
1. Completing timesheets consistent with the program and contractor requirements, and submitting to the coordinator on or before the due date.
2. Keeping track of hours worked and requesting salary range changes.
3. Providing copies of grade report/proof of enrollment to their supervisor and Coordinator upon completion of each semester/quarter.
8. Providing an educational plan, prepared by a school counselor when requested by coordinator.

Students should direct any questions or concerns related to the program (i.e., pay rate, work schedule, duties, etc.) to the Student Coordinator.

B. Co-Op Students are responsible for:

1. Providing proof on school letterhead of acceptance into their school's Co-Op Program, and the number of units the student will earn for their work experience assignment.
2. Completing work assignments in a manner consistent with supervisory direction and performance standards.
3. Maintaining the minimum enrollment requirement of six (6) semester or nine (9) quarter units (12 semester or equivalent quarter units may be required by the Division of Engineering Services). **Note: required units must be applicable to student's major once a major has been declared.**
4. Notifying their supervisor and Student Coordinator of any changes in college status, i.e., graduating, falling below the required minimum units, dropping courses, or changing major.
5. Maintaining a 2.0 GPA overall and continuing to make successful progress in achieving education goals (required documentation must be submitted to substantiate educational progress). Successful progress in achieving educational goal is defined as achieving an Associate of Arts or Science degree, then continuing to obtain a Bachelor of Arts or Science degree.
(A Master degree is optional).
6. Completing timesheets consistent with the program and contractor requirements, and ensure submittal to their coordinator on or before the due date.
7. Keeping track of hours worked and requesting salary range changes.
8. Providing copies of grade report/proof of enrollment to their supervisor and Coordinator upon completion of each semester/quarter.

Students should direct any questions or concerns related to the program (i.e., pay rate, work schedule, duties, etc.) to the Student Coordinator.

C. Student Supervisors

A Student Supervisor is defined as a Department employee who has been authorized supervisory responsibility with a designated Collective Bargaining Identifier (CBID) as Managerial (M) or Supervisory (S). Student supervisors/managers should be knowledgeable in the training of students, hiring, separation procedures, and be responsible for assignment of work.

Supervisors are encouraged to utilize the Student Assistant Program as an opportunity to preview potential employees. For that reason, every effort should be made to hire students with majors conducive to entry-level civil service classifications.

In an effort to meet long-term recruitment needs and to assist the Department in obtaining the most qualified candidates, supervisors should provide students with information regarding upcoming Department examinations and career opportunities for which they may qualify.

Students should be performing at a trainee or assistant level and should receive direction and training, and feedback on all work assigned to them. Every effort should be made to develop and train students to their full potential as well as to encourage them to pursue careers within the Department.

Supervisors are responsible for:

1. Following and completing the recruitment and selection procedures outlined in this handbook and as directed by their Student Coordinator. Supervisors must receive approval from their Student Coordinator before initiating recruitment and hiring activities.

2. Reviewing unofficial transcripts in order to determine if student can be interviewed and/or meets the program requirement.
3. Ensuring their students do not exceed 1,500 work hours within a 12-month period following their initial hire date. To assist the supervisor, the Contractor will provide a “Student Hours Report” to the Coordinator which identifies each student's hire date and hours worked by month. Should a student reach 1500 hours prior to the 12-month period, he/she must be furloughed immediately. The student must not be scheduled to return to work until their new 12-month term begins.
4. Setting the student’s work schedule and planning the student’s workload. To ensure students have sufficient time to devote to school activities, part-time employment of no more than 20 hours per week during the school year is recommended. Additional hours during school breaks are permissible providing there are funds available and sufficient work is identified.
5. Developing duty statements, providing specific on-the-job training and instructions, and providing feedback on job performance by completing an evaluation form on semiannual basis.
[\(See Attachment B\)](#)
6. Assigning duties that are consistent with the State Personnel Board class specification for the Student Assistant, Student Assistant (Engineering and Architectural Sciences), or Graduate Student Assistant. (See Attachments [C](#), [D](#), and [E](#))
7. Ensuring the student does not work without the direct supervision and presence of a civil service employee.
8. Following a reasonable Disciplinary Action Process with students by completing student performance correction notice [\(See Attachment F\)](#). **NOTE:** Notify the Contractor prior to and during the process of taking

any type of disciplinary action against the student. As the "employer of record", the Contractor will ensure any actions are documented.

9. Ensuring compliance with overtime rules. **NOTE:** Overtime may be worked only when ordered in advance by the student's supervisor. Supervisors must check with their Student Coordinator to assure funding is available for overtime.
10. Ensuring the student is making progress toward achieving educational goals.
11. Verifying accuracy of hours worked and charge codes. **NOTE: All overtime and holiday work entered on a student's timesheet must be initialed by the supervisor.**
12. Verifying and approving the student's timesheets, salary change requests, and separations. **NOTE:** Salary increases may not be approved if student fails to make progress toward achieving their educational goal or successfully completing the required units, maintaining an overall 2.0 GPA, and satisfactory work performance.
13. Verifying the student's driving authorization if required for State business, and verification of all required licenses related to the operation of State vehicles, including personal auto insurance.
14. Ensuring that a current Emergency Notification Form ([Attachment G](#)) is available in the office for each student and a copy is given to the Coordinator.
15. Following appropriate emergency safety and/or medical procedures in case of accident and immediately notifying the Student Coordinator and Contractor in case of injuries; and ensuring students attend any safety training.

The following suggestions will help supervisors in developing and maintaining good discipline with students.

1. Be sure students know what is expected on the job by providing ongoing feedback on job performance and conduct.
2. Establish performance and conduct standards to prevent problems of misconduct and help reduce the need for corrective action.
3. Create a positive work environment. This involves not only physical conditions but also interpersonal relationships. Students should feel comfortable in approaching their supervisor for both advice and problem resolution.
4. Set a good example. For many students, this is their first exposure to the work environment and to State government.
5. Maintaining fair and impartial control creates respect. Do not allow infractions to go uncorrected. Problems should be addressed immediately so that the student is clear in what he/she has done wrong.
6. Review departmental [Policies](#) and [Directives](#) with the student (Drug Free Workforce, Ethics, Information Technology, Management of Information Assets and Records, Nepotism, Sexual Harassment, and Workforce Violence).

The types of corrective action e.g., verbal or written, should be enforced by the supervisor in response to unacceptable conduct or poor job performance. In most instances, the supervisor should talk to the student regarding the problem, attempt to work out a solution, and establish a date for a progress review.

Supervisors should direct any questions or concerns related to the Student Assistant and Co-Op Program to their Coordinator.

D. Student Coordinator

Student Coordinators serve as the liaison between supervisors, students, the Program Administrator and the Contractor. They also may assist supervisors and students in the resolution of problems.

Student Coordinators are responsible for:

1. Assisting the Program Administrator in identifying the student needs for the District/Program/Service Center for the purpose of developing the master contract, and monitoring student contract expenditures to ensure the District/Service Center/Program stays within the budgeted allocation.
1. Reviewing and approving semi-monthly invoice tracking sheets (invoices) received from the Contractor. Work with the Contractor to resolve invoice errors. Coordinators will maintain approved invoices, and fax errors to the Contractor if discrepancy in hours; and to the Program Administrator if errors in the charge codes within five (5) days of receipt of the invoice from the Contractor.
3. Assist supervisors in monitoring hours worked by each student to ensure that students do not exceed the 1,500 work hours within a 12-month period following their initial hire date.
4. Disseminating all pertinent information to supervisors and students relating to the Student Assistant and Co-Op Program. Work directly with the Contractor to obtain the necessary forms and materials provided by the Contractor.
5. Preparing Action Request Forms and submitting along with selected student's transcripts and duty statement to the Program Administrator for approval prior to offer. **NOTE:** All students must meet the Program requirements at the time of hire.
6. Processing enrollment status documents (Action Requests, Enrollment Information form), auditing time sheets for appropriate codes and signatures, initialing all timesheets, and processing salary change requests and separation documents. The Student Coordinators keep a copy of all documents except the I-9 and ID's, and submit the original documents directly to the Contractor. Assistance regarding the preparation of the forms is available from the Program Administrator or Contractor.
7. Ensuring that the District/Program/Service Center is adhering to the program requirements and all students and supervisors have been through a student orientation. The Districts conduct their own orientations using the materials provided by the Contractor.

Student orientations must be attended on or before the first day of work, and the Federal I-9 form must be faxed to the Contractor for review on or before the first day of work. The Contractor will inform the Coordinator if the student is eligible for employment in the U.S. or if there are problems with the form.

8. Providing a copy of this handbook to each supervisor and student.
<http://admin.dot.ca.gov/hr/StudentAsstProgram.shtml>
9. Reviewing grade reports to ensure students are maintaining an overall 2.0 GPA, successfully completing the required units relevant to the student's major, and enrolling in the next semester/quarter. To meet this responsibility, the supervisor and coordinator need a copy of the grades and enrollment documents. The Coordinator will submit copies to the Contractor and the Program Administrator (these do not have to be official transcripts).

E. Program Administrator

The Student Assistant and Co-Op Program Administrator is the primary liaison between the Department and the Contractor.

The Program Administrator is responsible for:

1. Developing overall policy direction and implementation of procedures for the statewide Student Assistant and Co-Op Program.
2. Identifying the Department's needs, preparing the master contract, and ensuring the contract and changes are properly executed prior to implementation.
3. Monitoring contract encumbrances and expenditures and providing management reports as requested.
4. Monitoring student hours worked to ensure compliance with employment limitation requirements.
5. Monitoring the Contractor's performance against the provisions of the contract.
6. Providing technical training and assistance to Student Coordinators on issues related to the administration of the Program.

7. Reviewing and processing invoices for payment.
8. Approving all student transactions (salary rates, new hires, exceptions to program requirements, etc.).

F. The Contractor

The Contractor is responsible for:

1. Providing orientations and assuring completion of hiring documents. The Contractor conducts orientations for students in the Sacramento area and provides PowerPoint presentation and contractor's student handbook. Contractor provides guidance to the District coordinators to conduct orientation.
2. Issuing student paychecks on a bi-weekly basis pursuant to timesheets approved by supervisors and Student Coordinators.
3. Processing workers' compensation and unemployment claims for students.
4. Verifying employment for students to prospective employers.
5. Maintaining Official student personnel files.
6. Providing the Department's Coordinators, supervisors and students with information on operational changes.
7. Preparing and distributing informational mailings and/or advisory communications related to program procedures and/or policies, i.e., semester enrollment and/or transcript verification, and special pay notices.
8. Reviewing and approving the I-9, original transcripts, and all appointment documents.
9. Receiving and verifying compliance and processing all Action Requests and Salary Change Requests.

10. Producing semi-monthly expenditure reports (invoice tracking sheets and back up reports) and distributing them directly to the Student Coordinators for their program and a Department report to the Program Administrator.
11. Providing semi-monthly reports on hours worked by each student to the Student Coordinators and Program Administrator.
12. Maintaining current mailing lists, and creating and distributing student job announcements to appropriate campuses and Contractor's [Webpage](#) once approved by the Program Administrator.
13. Collecting proof of semester/quarter units and notifying Coordinators and Program Administrator when a student fails to meet the minimum enrollment requirements or GPA.
14. Notifying the Student Coordinator when a student's initial enrollment verification and/or original transcripts have not been submitted.
15. Contractor will receive and process all student timesheets as follows:
 - Verify that the Student Coordinator has reviewed and initialed any changes/corrections, overtime, and the box at the bottom of each timesheet.
 - Audit the timesheets for mathematical accuracy and labor code compliance.
 - Verify the expenditure authorization codes against list provided by the Program Administrator for accuracy.

I. RECRUITMENT

When a District/Program/Service Center identifies the need for student help, the manager/supervisor must submit a completed Student Recruitment Request form ([Attachment M](#)) and a duty statement to their Student Coordinator. The Coordinator must ensure the availability of funds, and approve the Recruitment Request form. The Coordinator submits the approved Recruitment Request and duty statement to the Program Administrator. The Program Administrator approves the Recruitment Request and duty statement and forwards the Recruitment Request to the Contractor. The Contractor prepares the job announcement and advertises the position at all of the appropriate college locations. All resumes will be sent to the contact person on the job announcement.

V. DUTY STATEMENTS

Duty statements are required for each Student. Duty statements must be submitted to the Coordinator at the initial stage of recruitment or hire. Coordinator must submit the duty statement and student's transcripts for the Program Administrator's approval prior to the student being officially offered a job. **NOTE:** All students must meet the Program requirements at the time of hire. The duty statement lists major duties and responsibilities assigned to the student. Students will **not** be assigned full journey-level duties of a civil service employee. They are at a learning and training capacity; therefore, the duty statement should indicate either "assisting" or "training in" specific duties. No student under any circumstances should **solely** perform clerical duties. The student and supervisor must sign the duty statement before a copy is given to the student and one copy retained by the supervisor.

The following is an example of a Student Assistant duty statement:

Student Assistant Duty Statement Format

INSERT DISTRICT/DIVISION NAME

INSERT UNIT NAME

DUTY STATEMENT

STUDENT ASSISTANT (INSERT WORKING TITLE, if applicable)

Under close supervision by **(briefly summarize to whom the incumbent reports)**, in a learning capacity, the Student Assistant will **(insert the main purpose and function of the position, and the results or objective you expect the employee to obtain)**. **Note: Incumbent must report to an employee designated “Supervisory” or “Managerial”.**

DUTIES AND RESPONSIBILITIES

In most cases, the percentage of time an employee spends on any one group of tasks does not normally equal more than 51% or less than 5%; and the total percentages for all tasks or groups of tasks must add up to 100%. The percentages should be arranged in descending order.

35% In a learning capacity, the Student Assistant will assist in **(insert the major task to be performed by the Student Assistant)**.

25% Assist in **(insert the second major task to be performed by the Student Assistant)**.

20% Assist in **(insert the third major task to be performed by the Student Assistant)**.

20% Assist in **(insert the fourth major task to be performed by the Student Assistant)**.

Note: Students are not to be assigned work of an ongoing nature (e.g., preparation and submittal of monthly progress reports) or work that is more appropriately assigned to civil service employees (e.g., inspections, monitoring).

VI. INTERVIEW

The hiring supervisor receives and reviews all resumes and unofficial transcripts or academic history to determine which students to interview and contacts the students directly. Students screened out of the interview should be contacted by mail and informed of final decision.

VII. HIRING A STUDENT

Once interviews are completed and a selection is made, the supervisor should take the following actions ([See attachment L](#))

- A. Notify the student and make a tentative job offer contingent on the student's eligibility to work in the United States and approval of the hire.
NOTE: Students must meet the program requirements at the time of hire.
- B. Submit a Caltrans Action Request form ([Attachment O](#)), duty statement, selected student's unofficial transcripts and proof of current enrollment to the Coordinator who forwards the documents to the Program Administrator for approval.
- C. The Coordinator will be informed when the selected student has been approved by the Program Administrator, so they can notify the supervisor and schedule the student's orientation. Supervisors are encouraged to attend the orientation with the student.

D. Notify the selected student of the orientation date and inform him/her to bring the following documents to the orientation.

1. Transcript identifying:
 - total number of college units completed to date
 - student's major
 - current enrollment status

NOTE: During the school year, a student must be enrolled in a minimum of six (6) semester or nine (9) quarter units (12 semester or equivalent quarter units if working for the Division of Engineering Services).

2. Recent high school graduate can submit high school diploma or enrollment letter to college in lieu of transcript
3. Original Social Security Card or other documents listed on the I-9 form that establishes employment eligibility.
4. Picture identification.
5. Resume to attach to application.
6. (Option): Voided check, if automatic bank deposit is desired.

STUDENTS WHO DO NOT BRING THE ABOVE DOCUMENTS TO ORIENTATION CANNOT START WORK.

VIII. NEW STUDENT ORIENTATION

Students are employees of the Contractor and are assigned to work at the Department's facilities. The New Student Orientation meeting (approximately 1-1½ hours) is an opportunity to complete appointment documents and discuss other specifics about the Student Assistant and Co-Op Program. (Students are paid for their attendance at the orientation.) A Student Employee Handbook, prepared by the Contractor, will be given to all new students. The students will sign an Acknowledgment of Receipt that will emphasize the need to read and understand the material outlined in the Handbook.

If there are any conflicts between the Department's Handbook and the Contractor's Handbook, the Contractor's Handbook will prevail. This orientation must take place prior to or on the student's first day of work.

The student will complete Contractor's forms including a W-4, and an I-9, either at CCF or at a separate meeting with the Contractor's representative or district staff, including an Enrollment Information form ([Attachment Q](#)) where the student indicates their school of attendance, undergraduate or graduate status and anticipated date of graduation. The Enrollment Information form outlines the requirements for participation in the Student Assistant and Co-Op Program, and the student is required to sign this form to acknowledge they understand their responsibility to maintain the minimum required units.

The student must have the documentation mentioned in Section VII, Item D with them at the orientation or the orientation will not be conducted.

Students hired during the summer break will be required to produce all of the above documents except the current enrollment status verification. Instead, they must provide proof of enrollment for the next semester/quarter when it is available. Proof can be computer generated if witnessed and initialed by the supervisor or student coordinator.

IX. MINIMUM ENROLLMENT POLICY

Eligibility in the Student Assistant and Co-Op Program is dependent upon a student's continued enrollment of a minimum of six (6) semester or nine (9) quarter units (12 semester or equivalent quarter units if working for the Division of Engineering Services) in an California accredited community college, university, or private college and maintaining a minimum 2.0 GPA overall. **NOTE:** Required units must be applicable to student's major. At the end of each semester or quarter, students will be required to provide proof of satisfactory completion of at least six (6) semester or nine (9) quarter units.

Proof of Completion is a grade report or transcript showing cumulative GPA. Proof of Enrollment must list courses and number of units. Both documents must indicate the student's name.

Students who do not produce verification by the assigned deadline will be furloughed up to two weeks, then separated if documentation is not received. Students in violation of the minimum enrollment policy are subject to termination and will be considered a voluntary quit.

Exceptions to this policy may be granted by the Program Administrator when it can be documented that a student is unable to meet the minimum unit requirement due to illness, family crises or other circumstances beyond his or her control. Cases such as these will be carefully evaluated on a case-by-case basis. Student Assistants must notify their supervisor and Student Coordinator prior to their decision to drop below the minimum units' requirement. The Program Administrator must be contacted immediately in these cases so every effort may be made to avoid termination of the student. Failure to notify the Student Coordinator prior to dropping below the minimum unit requirement will be cause for automatic separation.

Students who have not met the minimum enrollment policy but have been approved by the Program Administrator to remain in the program will be placed on probation the following semester/quarter. At the conclusion of the semester/quarter, if the student is still not in compliance with the policy, the student will be terminated and will be considered a voluntary quit.

X. EMPLOYMENT DURATION

Students cannot work more than 1,500 hours within a 365-day period following the initial date of employment as a Student Assistant. Supervisors should establish a work schedule to ensure compliance with this policy. Once a student reaches the maximum number of hours allowed the student will be furloughed until his/her anniversary date upon which hours worked revert to zero and he/she may return to work. Students should not work over 20 hours during school; work availability and funds decide number of hours. Students may work up to 40 hours a week during, spring, summer and winter breaks.

XI. SALARY SETTING

During the New Student Orientation, the Coordinator reviews the classification and initial salary range information with the student. Salaries are set based on the number of completed college units and/or number of previous student assistant hours as related to the Alternate Range Criteria for the classification under which the student will work. (See Attachment [L](#), [J](#), and [K](#)). **NOTE: The Department will only consider the units on the most recent transcript. If university transcripts do not show transferred community college units, the community college units will not be considered.**

Students not having the appropriate type of school documents to support a salary request will be paid at the lowest salary rate. When proper documents are obtained, the student then must submit a Salary Change Request ([Attachment R](#)) to increase their salary. **Back dates or retroactive pay is allowed only if prior approval has been obtained by the Program Administrator.**

XII. SALARY CHANGES

The student's initial salary is established by the Student Coordinator and approved by the Program Administrator. Thereafter, as students satisfy the requirements outlined in the Alternate Range Criteria, they can request a salary change. **It is the responsibility of the student to request a change in salary.**

Students should complete the Salary Change Request (SCR) form and supply the necessary documents to substantiate their request. The student's supervisor and coordinator review the Salary Change Request to ensure there are sufficient funds to cover the increase. **NOTE:** Salary increases are not automatic. If the student does not meet performance standards established by the supervisor, maintain an overall 2.0 GPA, with the required units, salary increases will be denied.

After the supervisor and Student Coordinator approve the SCR, fax it with supporting documentation to the Program Administrator for final approval. Once approved, the signed SCR will be faxed back to the Coordinator to submit with the original package to the Contractor. Salary changes will be effective the beginning of the pay period following approval by the Program Administrator. If approved in the middle of a pay period, the effective date will be the beginning of the current pay period. No back dates or retroactive payments will be processed unless approved by the Program Administrator .

XIII. SISA and MSA

Salary adjustments, both Special In-Grade Salary Adjustments (SISA) and Merit Salary Adjustment (MSA), are based on the belief that the skill and productivity of most students increases after a period of time on the job. Periodic salary increases are intended to provide an incentive for students below the maximum of their salary range to achieve this normal growth and recognition. It is not necessary that a student's performance be exceptional to receive a salary

adjustment. However, a salary adjustment should not be recommended when student's performance does not meet the normal growth expected of students with equal experience in the same kind of job.

SISA

- Salary increase from the **first step** to the **second step**
- Requested by the student at the completion of 960 hours
- Effective at the first of the pay period after approval from the Program Administrator
- The 960 hours that are used for SISA can also be used to meet a range change that requires hours.

MSA

- Salary increase from the **second step** to the **third step**
- Requested by the student at the completion of 1,920 hours
- The 960 hours that are used for SISA can not be used to meet MSA
- Effective at the first of the pay period after approval from the Program Administrator
- The 1,920 hours that are used for MSA can also be used to meet a range change that requires hours.

It is the responsibility of the student to keep track of their hours and request a change in his/her salary.

When either a SISA or MSA is denied, the student should be notified.

Denied SISA increases may be reconsidered any month after denial.

When a MSA increase is denied, the student must be provided with written notice that it will not be reconsidered in less than three months.

If, at a later date, the supervisor reconsiders and wishes to recommend approval of the SISA or MSA, a new SCR form must be submitted.

After the supervisor and coordinator approve the SCR, the form and supporting documents will be faxed to the Program Administrator for approval. The approved form will be faxed back to the coordinator for processing. When a SCR is denied the Program Administrator will notify the coordinator.

XIV. TIMESHEETS

1. Students are required to submit timesheet (Attachment W) to their supervisor for review, approval, and signature before submission to their Student Coordinator. Copies of timesheets should be retained for the supervisor and student's records. Blank copies of timesheets may be obtained from the Contractor or Coordinator.
2. Timesheets enable the Contractor to pay students for the number of hours worked during the pay period. It also enables Division of Accounting to accurately capture workload data for management and program expenditure reports. Expenditure Charge Codes (Source/District, Expenditure Authorization, Sub Job or Special Designation, Object, and Activity) should be provided to the student by their supervisor. See Student Timesheet Instructions ([Attachment S](#)) for additional information.
3. Students working 6.5 hours or more per day must take a meal period of not less than thirty (30) minutes or not more than sixty (60) minutes which shall be scheduled near the middle of the work shift. Meal periods taken are not counted as part of total hours worked.
4. Authorized break times for students are based on the total hours worked. For every four hours worked, a ten-minute break is allowed. Morning and/or afternoon paid breaks should not be entered on timesheets.
5. Students must submit timesheets on the pre-established due dates provided at their orientation or as provided by their Coordinator.
6. Timesheets must be completed in **INK**. A separate timesheet must be completed for each pay period. One timesheet cannot be submitted for the entire month. Less than full hours must be noted in 15 minute intervals.
NOTE: Timesheet entries are not to be entered using military time.

7. Each District/Program/Service Center Student Coordinator will submit all timesheets together to the Contractor on the designated due date. The Contractor's staff relies on the initials of the Student Coordinator to assure they have been properly reviewed. Timesheets without the proper approvals will result in a delay of pay. Students out of the Sacramento area must submit timesheets in time for the Coordinators to review, approve, and submit to the Contractor.
8. The Contractor will not accept faxed timesheets.

XV. PAY

The Contractor issues paychecks on a semi-monthly basis. Students may only pick up paychecks at time of separation or termination if the Contractor has been given at least a 72-hour notice.

1. Paychecks are distributed to students by:
 - Direct deposit through banks that have established agreements with the Contractor; or
 - Mailed to the address on the student's W-4 form.

If the student has not received his/her check within seven (7) days, the student should notify the Coordinator. The Contractor will reissue another check within a reasonable amount of time. There will be a \$10.00 charge assessed by the Contractor after the second lost check.

Questions regarding paychecks, deductions and/or taxes should be referred to the Coordinator first.

2. Salary advances are approved only to students who have demonstrated a serious unforeseen financial hardship. The Contractor must obtain approval from the Department prior to issuing an advance. Rent, credit card bills, registration fees, automobile break down, etc. are not "serious unforeseen financial hardships".

3. Holidays, which are awarded to civil service employees, are not payable to students unless the student actually works that day. Students will receive regular pay for working on Holidays. **NOTE:** Student must not work without the presence of a civil service employee.

Informal time off is granted to Student Assistants on Christmas Eve or New Year's Eve if they were normally scheduled to work.

- Students who work 1 to 43 hours during December will be permitted one hour of ITO.
- Students who work 44 to 87 hours during December will be permitted two hours of ITO.
- Students who work 88 hours or more during December will be permitted four hours of ITO.

Time off for acts of nature (snow, storms, floods, etc.) are not payable to students.

4. Overtime is not considered appropriate as a general rule.

A student must receive prior written approval from the supervisor prior to working overtime. Students who work unauthorized overtime are subject to discipline, up to and including dismissal. Overtime will be paid as follows when approved by the supervisor:

- One and one-half (1-1/2) times the student's regular rate for all hours worked over eight in a day.
- Double the student's regular rate of pay for all hours over 12 in a day.
- Double time is paid after eight hours worked on a seventh consecutive day in a workweek.

If the student works at more than one agency that contracts with the Contractor, work hours will be combined for overtime and paycheck purposes. For example, if the student works at one agency 20 hours per week and another 21 hours per week, the second agency will be charged one hour of overtime. Students must inform both agencies of their work hours.

5. Late Timesheets - If the timesheet is submitted late due to error or tardiness:

- Students should expect to receive their paycheck after the pay date.
- If the student has direct deposit, they will receive an actual printed check.
- Disciplinary action may take place for consecutive tardiness.

XVI. EQUAL EMPLOYMENT OPPORTUNITY

The Department and the Contractor are equal employment opportunity employers. Students are encouraged to work with their supervisors and Coordinators to resolve issues that make them uncomfortable. Students may also contact the Department's Equal Employment Opportunity office or Contractor.

XVII. ACCIDENTS / INJURIES

Each Department's building has specific emergency procedures, which all employees must follow. Supervisors are responsible for making sure their students are familiar with necessary emergency procedures.

In an emergency the supervisor should call 911. For a non-emergency situation, the Coordinator or supervisor should contact the Contractor for a referral to medical facility.

All accidents related to students must be reported to the Contractor within 24 hours by faxing a completed Report of Injury form ([Attachment U](#)) to the Contractor. The Department's Safety Officer must be notified. The supervisor and/or student are responsible for completing and submitting the Report of Injury form to the Contractor (not to the Department) and providing a copy to the Coordinator. The Report of Injury form can be obtained from the Contractor or Coordinator **NOTE:** A Report of Injury form must be completed and forwarded to the Contractor even for a minor injury that requires first aid but does not need formal medical attention.

XVIII. TRAVEL AND RELATED EXPENSES

Students are permitted to travel on State business when the supervisor has granted prior approval.

Students may be permitted by the Department to operate State vehicles or equipment when required in the normal course of carrying out their work assignments, provided that the student possesses a valid California driver's license valid for the operation of the vehicle or equipment in which they are operating, has proof of insurance, and has successfully completed a driver's training class equivalent to that required by the State for operation of State vehicles.

Completion of a driver's training course is defined as having renewed their license within the past four (4) years, or completed the Department of [General Services training class](#) within the last four (4) years, or completed a bonded driving school training class within the last four (4) years.

Each supervisor should complete a Caltrans Road Test Evaluation Form ([Attachment X](#)) with each student before allowing the student to operate a car on state business.

Our Department and the Department of General Services regulations related to the travel of State employees apply to travel approvals, record keeping and payment for students.

Student Assistants are reimbursed for necessary travel expenses at the rate established for non-represented employees. Travel expense claims must be approved by the supervisor.

Refer to [Department's Travel Guide](#) at <http://adsc.caltrans.ca.gov/ASC/travel/>

XIX. SEPARATION

A student should attempt to provide at least two weeks notice prior to separation from the Program. **NOTE: Students must notify their Coordinator when they are graduating. Upon graduation, students are allowed to complete the pay period, in which they are working, and then must be separated unless they have been accepted to graduate school or provide evidence of pursuing a second baccalaureate.** When a student separates, the final timesheet and a separation form ([Attachment V](#)) should be faxed to the Contractor, and then the originals mailed. Prior to mailing the original timesheet, mark "copy faxed on xx/xx/xx" in red in the upper left corner of the timesheet. A copy of the Separation form must be faxed to the Program Administrator. If a student is fired or gives 72+ hours notice, the Contractor needs the forms and timesheets at least 48 hours in advance to give the Contractor time to prepare and mail the check to the student. California Labor Code provisions state the following must occur for separations:

- A student who is fired must be paid immediately.
- A student who quits without notice must be paid within 72 hours.
- A student who quits with at least 72 hours notice must be paid at time of separation.

All work related materials must be returned to the supervisor at the time the student separates (i.e., building access card keys, lap top computers, cell phone, etc.).

ATTACHMENTS

- A. Questions and Answers
- B. Evaluation Form
- C. Student Assistant Class Specification

- D. Student Assistant (Engineering and Architectural Sciences) Class Specification
- E. Graduate Student Assistant Class Specification
- F. Caltrans Student Performance Correction Notice
- A. Emergency Notification Information
- B. Converting Semester/Quarter Units
- C. Alternate Range Criteria 60 – Student Assistant
- D. Alternate Range Criteria 61 – Student Assistant (Engineering and Architectural Sciences)
- E. Alternate Range Criteria 62 – Graduate Student Assistant
- F. Summary of Steps to Hiring a Student Assistant
- G. Caltrans Student Assistant Recruitment Request
- H. Instructions for Completing a Caltrans Action Request (CAR)
- A. Caltrans Action Request Form
- B. Caltrans Student Application
- C. Caltrans Enrollment Information
- D. Caltrans Salary Change Request Form
- E. Summary of Procedures for Timesheets, Salary Changes, and Separation/Leave of Absence
- F. Student Payroll Schedule
- G. Report of Injury Form

- H. Student Separation/Leave of Absence Form
- I. Time sheet
- X. Caltrans Student Assistant Road Test Form

QUESTIONS AND ANSWERS

The following hiring issues have come up repeatedly, so we are providing clarification for all Coordinators, supervisors and students.

1. Q. Does a Construction Management major meet the qualifications for Student Assistant (Engineering and Architectural Sciences) pay? **No**

A. According to the California State Personnel Board specifications for the Student Assistant (E&A), the student must be preparing for an upper division status in an engineering, architectural or landscape architectural curriculum leading to a bachelor's or advanced degree. The degree the student is pursuing must be one that is accredited by the Accreditation Board for Engineering and Technology (ABET). ABET is recognized in the United States as the sole agency responsible for accrediting educational programs leading to degrees in engineering.

Usually, curriculums for a Construction Management major are accredited by the American Council for Construction Education (ACCE). Thus, students majoring in Construction Management are ineligible for inclusion in the Student Assistant (E&A), per the classification specification, unless it can be proven by the student that their major is accredited by ABET.

1. Q. Can a high school student be hired while still a senior in high school if they have enrolled in or been accepted for enrollment in a college? **No**

A. Until a high school student actually graduates, they are not considered in college standing and eligible to participate in the Department's Student Assistant Program.

3. Q. If the student is graduating at the end of the year (May/June), can they continue to work through the summer? **No**

A. Unless the student will be enrolling in a graduate program or provide evidence of pursuing a second baccalaureate, upon graduation, they must be separated from the Student Assistant Program at the completion of the current pay period.

4. Q. Are Student Assistant hours counted toward state employment? **No**

A. Student Assistants do not earn hours toward state employment because they are employees of the Contractor. However, the experience they gain as a Student Assistant can be considered when applying for civil service examinations.

STUDENT EVALUATION FORM

Attachment B

STUDENT NAME (LAST, FIRST, MIDDLE INITIAL)	SUBDIVISION OF DEPARTMENT
ENTER RATING CODE FOR EACH OF THE NUMBERED ITEMS LISTED BELOW	
I-IMPROVEMENT	M-MEETS EXPECTED STANDARDS
E-EXCEEDS EXPECTED STANDARDS	

1. **QUALITY OF WORK:** Consider the extent to which completed work is accurate, neat, well-organized, thorough, and effective.

2. **QUANTITY OF WORK:** Consider the extent to which the amount of work produced compares to quantity standards for the job.

3. **WORK HABITS:** Consider the student's effectiveness in organizing and using work tools and time, in caring for equipment and materials, in following good work practice of vehicle and personal safety, etc.

4. **RELATIONSHIPS WITH PEOPLE:** Consider the extent to which employee recognize the needs and desires of other people, treats others with respect and courtesy, inspires their respect and confidence, etc.

5. **TAKING ACTION INDEPENDENTLY:** Consider the extent to which the employee shows initiative in making work improvements, identifying and correcting errors, initiating work activities, etc.

6. **MEETING WORK COMMITMENTS:** Consider the extent to which student completes work assignments, meets deadlines, follows established policies and procedures, etc.

PERFORMANCE OBJECTIVES: Goals for further improvements.			
PLANS FOR ACHIEVING OBJECTIVES: Specific methods by which the student can work toward accomplishing his or her performance objectives.			
COMMENTS: Supervisor should include factual examples on work especially well or poorly done and give suggestions as how performance can be improved. Factor and overall rating of unacceptable and overall ratings of outstanding must be substantiated.			
SIGNATURE OF STUDENT	DATE	SIGNATURE OF SUPERVISOR	DATE

Attachment C

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

Schematic Code: MF10
Class Code: 4870
Established: 5/3/72
Revised: 6/26/74
Title Changed: --

STUDENT ASSISTANT

DEFINITION

Under close supervision and in a learner capacity, to assist in the performance of the administrative or technical duties required by the departmental assignment; and to do other related work.

JOB CHARACTERISTICS

Employment in this class is restricted to students who are admitted for enrollment in a curriculum the subject matter of which will prepare the student to assist in attaining the objectives of the departmental organization where he/she will be employed. Employment in the class is based on continued enrollment in a college program.

The class provides a means of part-time or temporary employment where by students may receive on-the-job instruction and perform work that will provide practical experience in work tasks related to their field of study and develop familiarity with the laws and programs administered by the State of California. The class may be used for persons who have completed academic requirements but are working toward professional certification or registration, for persons in certain other fields such as health education, for which experience is a prerequisite for entrance to graduate school and for persons who have received a degree but are taking additional required course work for a specific career field. This class is not intended to be used for permanent employment and no full-time permanent appointments will be made in this class.

TYPICAL TASKS

Participates in various phases of a planned training program; learns policies, procedures, and techniques; performs meaningful tasks which are valuable and necessary to the program of the department such as computation, programming, and analysis of data; gains practical experience in the professional or technical field of study; assists in research, analysis, review, and other related activities in the department.

MINIMUM QUALIFICATIONS

Proof of application for, or enrollment as a student in, an appropriate college or university program.

KNOWLEDGE AND ABILITIES

Knowledge of: Elementary principles and procedures as required by the hiring Department.

Ability to: Reason logically, write effectively, analyze situations accurately, and adopt an effective course of action; establish and maintain cooperative relations with those contacted in the work.

SPECIAL PERSONAL CHARACTERISTICS

Interest in the programs and aptitude for the work required by the department.

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

Schematic Code: MF30

Class Code: 4871

Established: 5/3/72

Revised: 3/19/81

Title Changed: --

STUDENT ASSISTANT (ENGINEERING AND ARCHITECTURAL SCIENCES)

DEFINITION

Under close supervision, in a temporary capacity, to assist in the performance of subprofessional and technical duties according to departmental assignment; and to do other related work.

JOB CHARACTERISTICS

Employment in this class is restricted to students who are admitted for enrollment in a curriculum the subject matter of which will prepare the student to assist in attaining the objectives of the departmental organization where he/she will be employed. Employment in the class is based on continued enrollment in a college program. The class provides a means of summer or part-time employment during the school year, whereby students perform work that will provide practical experience in work tasks relating to the programs of the department. The class may be used for persons who have completed academic requirements but are working toward professional certification or registration and for persons who have received a degree but are taking additional required course work. This class is not intended to be used for permanent employment and no full-time permanent appointments will be made in this class.

TYPICAL TASKS

Participates in various phases of a planned training program; learns policies, procedures and techniques of the employing department; under close supervision, performs meaningful tasks which are valuable and necessary to the program of the department such as preparing scale drawings, tracing details, compiling reference data and making or checking computations.

MINIMUM QUALIFICATIONS

Proof of application for or enrollment in a college curriculum preparing for upper division status in engineering, architectural or landscape architectural curriculum leading to a bachelor's or advanced degree.

KNOWLEDGE AND ABILITIES

Knowledge of: Arithmetic and elementary principles of algebra and geometry and their application to engineering, architecture, or landscape architecture; drafting procedure and equipment.

Ability to: Apply engineering, architecture or landscape architecture classroom instruction to work situations; follow oral and written instructions and learn operating procedures and methods; satisfactorily carry out increasingly difficult assignments; do neat and accurate work; establish and maintain friendly and cooperative relations with those contacted in the course of the work.

SPECIAL PERSONAL CHARACTERISTICS

Willingness, as a learner, to do routine or detail work in order to learn practical techniques; aptitude for engineering, architecture or landscape architectural work

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

Schematic Code: MF40

Class Code: 4872

Established: 5/3/72

Revised: --

Title Changed: --

GRADUATE STUDENT ASSISTANT

DEFINITION

Under close supervision and in a trainee capacity, to assist in the performance of professional duties such as research and other functions related to the departmental assignment; and to do other related work.

JOB CHARACTERISTICS

The class of Graduate Student Assistant is a training class established to provide limited term employment offering supervised experience in various professional areas. Employment in this class is restricted to students in a college or university curriculum

leading to an advanced degree in a professional area. This class is designed to provide graduate students with an opportunity to familiarize themselves with the State's professional work. It enables State agencies to utilize the services of graduate students

during the course of their graduate training and facilitates more effective recruitment of applicants for professional careers in State service.

TYPICAL TASKS

Receives training from the departmental staff and gains practical experience by observing and assisting with the work performed; assists in and performs research; analyzes and evaluates data; prepares recommendations, reports and correspondence; observes methods, problems and principles related to the departmental assignments; gains experience in the methods and ethics of professional conduct and practice.

MINIMUM QUALIFICATIONS

Registration as a graduate student in a college or university of recognized standing. (Persons appointed during the summer months must produce evidence of eligibility for such registration in the following enrollment period.)

KNOWLEDGE AND ABILITIES

Knowledge of: General concepts and principles involved in the departmental assignment.

Ability to: Reason logically; establish and maintain effective working relationships; draw sound conclusions and make appropriate recommendations.

SPECIAL PERSONAL CHARACTERISTICS

Interest and aptitude in the work; willingness to do routine work in order to learn; high ethics and moral standards.

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*1901 Royal Oaks Drive
Sacramento, CA 95815
Phone: 916-418-5100 Fax: 916-418-5110*

Attachment F

CALTRANS STUDENT PERFORMANCE CORRECTION NOTICE

Student Name: _____

First

Student ID

Location: _____

Supervisor: _____

____ First Written Warning
____ Final Written Warning

_____ Policy/Procedure Violation
 _____ Performance Transgression
 _____ Behavior/Conduct Infraction, i.e. insubordination/abusive language
 _____ Absenteeism and Tardiness

[illegible]

Disciplinary Action or Probationary Status:



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Forms...IS Performance Correction CT.doc 11/02

Outcomes or Consequences:

Scheduled Review Date:

Student Comments:

Signatures:

Student Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Coordinator Signature: _____ Date: _____

Copies to: Tara Hoey, Program Manager, The InternSource
Annie Serda, Caltrans Program Administrator



Forms...IS Performance Correction CT.doc 11/02

1901 Royal Oaks Drive
Sacramento, CA 95815
Phone: 916-418-5100 Fax: 916-418-5110

Attachment G

--	--	--	--	--

Student Employee ID Number

EMERGENCY NOTIFICATION INFORMATION

PLEASE PRINT OR TYPE

Date: _____

Student Name: _____
Last First Middle

Address: _____

Home Phone: _____ Cell/Other Phone: _____

Department/Company: _____ Job Title: _____

Supervisor: _____ Phone: _____

Persons to Notify in Case of Emergency

1	Name:	Relationship:
	Address:	Home Phone:
	City, State, Zip	Cell/Business Phone:
2	Name:	Relationship:
	Address:	Home Phone:
	City, State, Zip	Cell/Business Phone:

The section below is not for predesignating your physician for an on-the-job injury.

Family Doctor and/or Hospital Preference	Doctor/Hospital's phone number
--	--------------------------------

Address	Medical Card Number (If applicable).
Additional Information (i.e. Special medical requirements, etc.)	



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Forms . . . IS Emergency Notification Information Form. Doc 11/02

Attachment H

CONVERTING SEMESTER/QUARTER UNITS

One semester unit is equal to one and one half ($3/2$) times a quarter unit. One-quarter unit is equal to two thirds ($2/3$) times a semester unit. For example:

30 semester units $\times 3/2 = 90/2 = 45$ quarter units

45 quarter units $\times 2/3 = 90/3 = 30$ semester units

	Semester Units	Quarter Units
1 year	30	45
2 years	60	90
3 years	90	135

4 years	120	180
---------	-----	-----

NOTE: The "one year" designated above is intended as an example rather than a minimum.

RANGE CRITERIA AND MONTHLY/HOURLY SALARY RATES

(Using State of California civil service pay scales)

ARC 60 - Student Assistant**960 hrs 1920 hrs**

	Proof of enrollment in a college or university as a student with 6 semester (or equivalent quarter) units in any program.	Monthly Min./Max.	Step 1	Step 2	Step 3
Range A	With 59 units or less	\$1362-1456	\$7.86	\$8.25	\$8.40
Range B	With 60-119 units	\$1456-1565	\$8.40	\$8.82	\$9.03
Range C	With 60-120 units <u>plus</u> 500 hours of work experience.	\$1565-1681	\$9.03	\$9.48	\$9.70
Range D	With 90 units <u>plus</u> 1,000 hours of work experience; or 90 units with specific majors and course work; or 121+ units	\$1681-1814	\$9.70	\$10.19	\$10.47

ALTERNATE RANGE CRITERIA 60

Revised 11/6/90

Range A. Enrollment as a student in a college or university with lower division undergraduate standing. (Lower division typically refers to freshmen or sophomores who have completed no more than 60 semester units acceptable toward graduation.)

Range B. Enrollment as a student in a college or university with upper division undergraduate standing. (Upper division typically refers to juniors or seniors who have completed not less than 60 nor more than 120 semester units acceptable toward graduation.)

Range C. Enrollment as a student in a college or university with upper division undergraduate standing (upper division typically refers to juniors or seniors who have completed not less than 60 nor more than 120 semester units acceptable toward graduation) and a minimum of 500 hours work experience in a student program in the California State service. (The State College and University school systems are typically excluded from the California State service.)

Range D. Evidence of successful completion of one year of upper division work in accounting, business administration, economics, or related fields including either: (1) at least 12 semester hours of courses related to fiscal management such as elementary and advanced accounting, auditing, cost accounting, or business law; or (2) at least 12 semester hours of courses

related to management information systems or computer science; or evidence of successful completion or more than 120 semester units acceptable toward graduation and proof of application for enrollment in supplemental college course work; or

a minimum of 1,000 hours of experience in a student program in the California state service. (The State College and University school systems are typically excluded from the California State service.)

NOTE: Hours for **step increases** are accumulative and are called Special Ingrade Salary Adjustments (SISA) or Merit Salary Adjustment (MSA). SISA's and MSA's are based on the criteria outline below, satisfactory work performance, and GPA.

Hours used for **range changes** are based on the criteria stated above, satisfactory work performance, and GPA.

A SISA is a salary increase from the **first step** in the range to the **second step** in the range given at the completion of 960 hours worked. All SISA's are effective at the first of the pay period after approval from the Student Assistant Program Administrator. The hours that are used for the SISA can also be used to meet a Range change that requires hours. A SISA can only be approved from Step 1 to Step 2. To move to Step 3, students must meet the criteria for an MSA.

A MSA is a salary increase from the **second step** in the salary range to the **third step** in the range given at the completion of 1,920 hours (not including the 960 hours used to move from Step 1 to Step 2). All MSA's are effective the first of the pay period after approval from the Student Assistant Program Administrator. The hours that are used for the MSA can also be used to meet a Range change that requires hours.

NOTE: Once hours are used to grant a SISA or MSA, those hours cannot be reused to grant another SISA or MSA, but the hours can be used to meet the Range change criteria.)

It is the responsibility of the student to keep track of their hours and request a change in his/her salary. The supervisor and student coordinator must take immediate action in order to avoid delays in processing the salary increase.

RANGE CRITERIA AND MONTHLY/HOURLY SALARY RATES

(Using State of California civil service pay scales)

ARC 61 - Student Assistant (Engineering and Architectural Sciences)**960 hrs 1920 hrs**

	Proof of enrollment in a college or university as a student with 6 semester (or equivalent quarter units) or more with a declared major in engineering, architectural, or landscape architecture(including land surveying)	Monthly Min./Max.	Step 1	Step 2	Step 3
Range A	With less than 30 units	\$1871-2064	\$10.79	\$11.33	\$11.91
Range B	With 31-59 units	\$2010-2213	\$11.60	\$12.18	\$12.77
Range C	With 60-89 units	\$2160-2382	\$12.46	\$13.08	\$13.74
Range D	With 90-120 units; or 60-89 units <u>plus</u> 1,000 hours of work experience	\$2248-2478	\$12.97	\$13.62	\$14.30
Range E	With 90-120 units <u>plus</u> 1,000 hours of work experience; or 121+ units; or 90 units <u>plus</u> acceptance to graduate school	\$2333-2574	\$13.46	\$14.13	\$14.85
Range F	With 25-47 graduate units	\$2429-2676	\$14.01	\$14.71	\$15.44
Range G	With 48 graduate units; or 25-47 graduate units <u>plus</u> 1,500 hours of work experience	\$2539-2799	\$14.65	\$15.38	\$16.15

ALTERNATE RANGE CRITERIA 61

Revised 3/19/81

Range A. Enrollment as a student in a college or university curriculum preparing for upper division status in an engineering, architectural, or landscape architectural curriculum leading to a bachelor's degree.

Range B. Evidence of successful completion of one year and eligibility for registration as a sophomore student in an engineering, architectural, or landscape architectural curriculum leading to a bachelor's degree in engineering, architecture, or landscape architecture. (Registration as a sophomore typically refers to students who have completed not less than 30 semester units acceptable toward graduation.)

Range C. Evidence of successful completion of the lower division work and eligibility for registration as an upper division student in engineering, architectural, or landscape architectural curriculum leading to a bachelor's degree. (Upper division typically refers to students who have completed not less than 60 semester units acceptable toward graduation.)

Range D. Evidence of successful completion of the lower division work and eligibility for registration as an upper division student in engineering, architectural or landscape architectural curriculum leading to a bachelor's degree.

and

A minimum of 1,000 hours of subprofessional engineering, architectural, or landscape architectural work experience in State service. (The State College and University school systems are typically excluded from State service.) or

Evidence of successful completion of the junior year and eligibility for registration as a senior student in engineering, architectural, or landscape architectural curriculum leading to a bachelor's degree. (Registration as a senior student typically refers to those who have completed not less than 90 semester units acceptable toward graduation.)

Range E. Evidence of successful completion of the junior year and eligibility for registration as a student in an engineering, architectural, or landscape architectural curriculum leading to a bachelor's or advanced degree together with a minimum of 1,000 hours subprofessional engineering, architectural, or landscape architectural work experience in State service. (The State College and University school systems are typically excluded from State service.) or

Evidence of successful completion of more than 120 semester units acceptable toward graduation and proof of application for enrollment in supplemental college course work. or

Evidence of having been accepted for enrollment, or of acceptability for enrollment in a college or university as a graduate student in engineering, architectural, or landscape architectural curriculum.

Range F. Evidence of successful completion of one academic year of graduate work (25 semester units) in engineering, architectural, or landscape architectural curriculum.

Range G. Evidence of successful completion of two academic years of graduate work (48 semester units) in engineering, architectural, or landscape architectural curriculum. or

Evidence of successful completion of one academic year of graduate work (24 semester units) and a minimum of 1,500 hours subprofessional engineering, architectural, or landscape architectural work experience in the State service. (The State College and University school systems are typically excluded from State service.)

NOTE: Hours for **Step increases** are accumulative and are called Special Ingrade Salary Adjustments (SISA) or Merit Salary Adjustment (MSA). SISA's and MSA's are based on the criteria outline below, satisfactory work performance, and GPA.

Hours used for **Range changes** are based on the criteria stated above, satisfactory work performance, and GPA.

A SISA is a salary increase from the **first step** in the range to the **second step** in the range given at the completion of 960 hours worked. All SISA's are effective at the first of the pay period after approval from the Student Assistant Program Administrator.

The hours that are used for the SISA can also be used to meet a Range change that requires hours. A SISA can only be approved from Step 1 to Step 2. To move to Step 3, students must meet the criteria for an MSA.

A MSA is a salary increase from the **second step** in the salary range to the **third step** in the range given at the completion of 1,920 hours (not including the 960 hours used to move from Step 1 to Step 2). All MSA's are effective the first of the pay period after approval from the Student Assistant Program Administrator. The hours that are used for the MSA can also be used to meet a range change that requires hours.

NOTE: Once hours are used to grant a SISA or MSA, those hours cannot be reused to grant another SISA or MSA, but the hours can be used to meet the Range change criteria.

It is the responsibility of the student to keep track of their hours and request a change in his/her salary. The supervisor and Student Coordinator must take immediate action in order to avoid delays in processing the salary increase.

RANGE CRITERIA AND MONTHLY/HOURLY SALARY RATES

(Using State of California civil service pay scales)

ARC 62 - Graduate Student Assistant**960 hrs 1920 hrs**

	Proof of enrollment in a college or university as a student with 6 semester (or equivalent quarter) units or more.	Monthly Min./Max.	Step 1	Step 2	Step 3
Range A	Evidence of acceptance in a graduate program.	\$1681-1814	\$9.70	\$10.19	\$10.47
Range B	With 24-47 graduate units; or 28-55 units in law school.	\$1814-1958	\$10.47	\$10.99	\$11.30
Range C	With 48-71 graduate units; or 24-47 graduate units <u>plus</u> 500 hours of work experience as a Graduate Student Assistant; or 56 units in law school.	\$1882-2049	\$10.86	\$11.40	\$11.82
Range D	With 72 graduate units; or 48-71 graduate units <u>plus</u> 500 hours of work experience as a Graduate Student Assistant.	\$1958-2134	\$11.30	\$11.87	\$12.31
Range E	With 24 graduate units <u>plus</u> two years of professional experience in education; or 72 graduate units <u>plus</u> 500 hours of work experience as a Graduate Student Assistant.	\$2049-2230	\$11.82	\$12.41	\$12.87

ALTERNATE RANGE CRITERIA 62

Revised 3/19/81

Range A. Evidence of having been accepted for enrollment, or of acceptability for enrollment in a college or university as a graduate student.

Range B. Evidence of successful completion of one year of graduate work (24 semester units) or successful completion of one academic year (28 semester units) in a recognized law school.

Range C. Evidence of successful completion of two academic years of graduate work (48 semester units). or

Evidence of successful completion of one academic year of graduate work (24 semester units) and a minimum of 500 hours work experience performing the duties of a Graduate Student Assistant in State service. (The State College and University school systems are typically excluded from State service.) or

Successful completion of the equivalent of two academic years (56 semester units) in a recognized law school.

Range D. Evidence of successful completion of three academic years of graduate work (72 semester units). or

Evidence of successful completion of two academic years of graduate work (48 semester units) and a minimum of 500 hours work experience performing the duties of a Graduate Student Assistant in State service. (The State College and University school systems are typically excluded from State service.)

Range E. Evidence of successful completion of one year of graduate work (24 semester units) in education.

and

Two years of professional experience in the field of education. or

Evidence of successful completion of three academic years of graduate work (72 semester units) and a minimum of 500 hours work experience performing the duties of a Graduate Student Assistant in State service. (The State College and University school systems are typically excluded from State service.)

NOTE: Hours for **step increases** are accumulative and are called Special In-Grade Salary Adjustment (SISA) or Merit Salary Adjustment (MSA). SISA's and MSA's are based on the criteria outline below, satisfactory work performance, and GPA.

Hours used for **range changes** are based on the criteria stated above, satisfactory work performance, and GPA.

A SISA is a salary increase from the **first step** in the range to the **second step** in the range given at the completion of 960 hours worked. All SISA's are effective at the first of the pay period after approval from the Student Assistant Program Administrator.

The hours that are used for the SISA can also be used to meet a range change that requires hours. A SISA can only be approved from Step 1 to Step 2. To move to Step 3, students must meet the criteria for an MSA.

A MSA is a salary increase from the **second step** in the salary range to the **third step** in the range given at the completion of 1,920 hours (not including the 960 hours used to move from Step 1 to Step 2). All MSA's are effective the first of the pay period after approval from the Student Assistant Program Administrator. The hours that are used for the MSA can also be used to meet a range change that requires hours.

NOTE: Once hours are used to grant a SISA or MSA, those hours cannot be reused to grant another SISA or MSA, but the hours can be used to meet the Range change criteria.

It is the responsibility of the student to keep track of their hours and request a change in his/her salary. The supervisor and Student Coordinator must take immediate action in order to avoid delays in processing the salary increase.

Attachment L

Summary of Steps to Hiring a Student Assistant through the Community College Foundation (CCF)

RECRUITMENT

1. Hiring Supervisor completes a Caltrans Student Assistant Recruitment Request and duty statement and forwards to Coordinator for approval of funds.
2. Coordinator approves, signs and forwards to Program Administrator.
3. Program Administrator will approve/deny request and forward to Contractor.
4. Contractor will post on the Contractor's [Webpage](#) and distribute to appropriate campuses.

HIRING A STUDENT

1. Supervisors receive resumes then eligible applicants are interviewed. Hiring Supervisor must receive unofficial transcripts from students at time of interview. **NOTE: Supervisors may not make an offer to a student until the Program Administrator approves the student for hire.**
2. Hiring supervisor submits the following documents to the Coordinator that will approve and forward to the Program Administrator for approval.
 - Completed Caltrans Action Request Form
 - Duty Statement and copy of Job Bulletin (if applicable)
 - Resume of selected student
 - Transcripts of selected student
 - Proof of current enrollment
3. Program Administrator will approve/deny student and pay rate, and fax approved Action Request to Contractor.
4. Coordinator will advise hiring Supervisor.
5. Offer made to selected student.
Interviewer or Coordinator must explain to student that "offer of employment is contingent upon student's ability to provide proof of eligibility to be employed in the U.S."
6. **STUDENTS LOCATED IN SACRAMENTO AREA:**
Coordinator calls contractor to schedule student for an orientation.
(Tuesday 10-11 a.m., or Friday 2-3 p.m.) on or before the first day of work. Coordinator mails or student brings original Caltrans Action Request, original transcripts, and copy of duty statement to orientation.

7. **STUDENTS LOCATED OUTSIDE OF SACRAMENTO AREA:**

Coordinator provides student orientation on or before the first day of work to complete all student paperwork. The I-9 must be completed immediately and faxed to contractor for immediate approval.

Student completes:

- Federal I-9 Form and copies of student's identification documents
- Acknowledgement of Receipt of Handbook
- Student EEO data form
- Enrollment Information Form
- Student Application (and resume)
- Emergency Contact Form
- Authorization for Direct Deposit (voluntary)
- Federal W-4 Form

8. Coordinator mails all completed paperwork, including the approved Caltrans Action Request Form, original transcripts and approved duty statement to contractor at least five working days prior to first timesheet due date. **NOTE: Coordinator should maintain a file on the student with copies of all documents except for the Federal W-4 and I-9 Forms.**

WHO DOES WHAT?

Program Administrator: Annie Serda (916) 227-7860

- Approves duty statement and recruitment requests
- Reviews and approves new hires
- Answers student salary questions
- Budget allocation issues and questions
- Sets the Department's student hiring guidelines
- The Department's Student Assistant Program Handbook

Contractor

- Provides coordinator paperwork
- Provides student paperwork/handbook
- Student Orientations
- Provides timesheets
- Answers payroll questions

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1901 Royal Oaks Drive
Sacramento, CA 95815
Phone: 916-418-5100 Fax: 916-418-5110

Attachment M

**CALTRANS STUDENT ASSISTANT
RECRUITMENT REQUEST**

Resumes are to be sent to:

District: _____ Program / Service Center: _____

Contact: _____

Address: _____
Street City State Zip

Phone: _____ Fax: _____

Job Bulletin Information

Job Duties and Responsibilities: _____

Please check the following items that apply to the student's duties, a detailed explanation is needed:

- ☐ Travel: _____ ☐ Working with chemicals: _____
☐ Driving: _____ ☐ Working around machinery: _____
☐ Other: _____

Preferred Abilities: _____

Preferred Major(s): _____

Work Schedule: (check) ☐ Part-time ☐ Flexible Hours per week: _____

Pay Rate: _____ **Final Filing Date:** _____

Caltrans exam for which position would qualify: _____

Additional Information: _____

Approvals:

Supervisor: _____ Phone: _____

Student Coordinator: _____ Date: _____

Program Administrator: _____ Date: _____

Please fax completed form to Caltrans Program Administrator (916) 227-7417



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Sacramento, CA 95815
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Attachment N

Instructions for Completing a Caltrans Action Request (CAR)

The CAR must be filled out in ink and submitted to the Program Administrator before an offer to hire is made to the student. The following paperwork must be sent with the CAR: copy of job bulletin, official transcripts, and duty statement. The Program Administrator will approve/deny student and return the CAR to the Coordinator.

1. **Student Employee ID Number.** This *is not* the student's social security number. The Student Employee ID Number is unique to Caltrans and consists of two (2) or three (3) numbers and the first three (3) or four (4) letters of the student's last name. If the last name is less than four letters, use the first letter(s) of the first name (e.g. Jane Le = 00LEJA). Contact your Program Administrator or The InternSource to determine the account code assigned to your district/program/service center.
2. **District/Program/Service Center.** Write in the District, Program or Service Center where the student will be working.
3. **Rehire.** If the student has been an employee of The Community College Foundation, either through your department or another, check this box or assign a pay rate. If it has been more than a year since the student's original date of hire they will need to attend orientation and complete paperwork again.
4. **Transfer from Account.** Complete this portion if the student is transferring from one account to another. The coordinator who is receiving the student initiates the form and both coordinators must initial.
5. **New Hire.** Mark this box if the student is a new hire and check the appropriate classification. The InternSource Student Job Bulletin must be attached if the job was posted through The InternSource. Make sure your student is scheduled Schedule orientation, either at The Foundation (make an appointment at 916/418-5100) or at your work site. **All students who are in the Sacramento area must attend the orientation at 1901 Royal Oaks Drive.**
6. **Proof of Enrollment and Transcripts.** Students must be currently enrolled in a minimum of six semester or nine quarter units in order to be eligible for this program. Students will need to provide proof of enrollment and official transcripts including the following information: total number of units completed, major, current enrollment (including current courses and units), and name of school. The above information must be provided by the school as opposed to written summaries by the student. Students who have attended an out-of-state or out-of-country college must provide official transcripts from those institutions. Students who are college freshmen must provide proof of high school graduation. **This information must be submitted with the CAR to the Program Administrator for approval prior to hiring.**
7. **Requested Date of Action.** This is the first day you are requesting the student start work.
8. **Effective Date of Action.** Do not fill in this date! The Program Administrator will review this CAR and the supporting student paperwork and assign an Effective Date of Action. This date may be different than your Requested Date.
9. **Approvals.** The signatures and phone numbers of the direct Supervisor of the student, the Student Assistant Coordinator and the Program Administrator are required prior to offering the student the position. The Student Assistant Coordinator is the person who receives and processes the student assistance invoice for the area you represent. The Program Administrator will return the CAR to the Coordinator to who will forward all the paperwork to The InternSource.



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Attachment O

①

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Student Employee ID Number

Caltrans Action Request

② District: _____ Program/ Service Center: _____

Type of Action (Instructions on reverse side of this form.)

③ Rehire. Hourly Pay Rate: \$ _____ ④ Transfer from Account: **From:** Account # _____ **To:** Account # _____
Coor. Init. _____ Coor. Init. _____

⑤ New Hire (check one): _____ Student Assistant _____ Eng. or Arch. Major. _____ Graduate Student
_____ Student Job Bulletin attached If not, why: _____
Hourly Rate: \$ _____ Range (circle one): A B C D E F G
Step (circle one): 1 2 3

- ⑥ Transcripts and Duty Statement (verify each item is accounted for)
- ☐ Must include college name, student's name, and major
 - ☐ Current enrollment with courses and units listed (Proof of acceptance to Grad Program if applicable)
 - ☐ Total semester/quarter units completed during prior term (if Freshman, proof of high school graduation)

⑦ Requested Date of Action: _____ ⑧ Approved Date of Action: _____

STUDENT INFORMATION

Name: _____
Last First Middle

College: _____ Major: _____

The SSN is used strictly for employment purposes and is kept confidential.

--	--	--	--	--	--	--	--	--	--

Social Security Number

⑨ Approvals

Supervisor's Name (print): _____ Phone: _____

Supervisor's Signature: _____ Date: _____

Coordinator's Name (print): _____ Phone: _____

Coordinator's Signature: _____ Date: _____

Program Administrator (print): _____ Phone: _____

For The InternSource use ONLY

ABRA ID# _____

ABRA (initials +date) _____

Program Administrator's signature: _____

Date: _____



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Form . . . CAR 11/02

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Sacramento, CA 95815
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Attachment P

Student Application

(Must be completed in ink)

Name: _____
Last First Middle

Address: _____

Home Phone: _____ Business Phone: _____

--	--	--	--	--	--	--	--	--

Email Address: _____ Cell Phone: _____

Social Security Number: _____

Position for which you are applying (indicate job #): _____

Where did you find out about this position?:

- ☐ Campus Career Center ☐ The InternSource Web Site ☐ Campus Dept.
☐ Friend ☐ Other _____

Have you ever applied to or worked for The Community College Foundation before?: _____

If yes, when and at which worksite?: _____

Have you ever been dismissed or fired from a position for any reason?: _____

Have you ever been convicted of a criminal offense?: _____

If yes, state nature of the crime(s), when and where convicted and disposition of the case: _____

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in the United States?: _____

If hired, would you have reliable means of transportation to and from work?: _____

Are you at least 18 years old? (If under 18, hire is subject to proper verification): _____

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?: _____

In addition to English, list any other languages you speak, read, or write fluently: _____

Student may attach resume and reference list in lieu of filling out the following portion. Please remember to read, sign, and date the bottom of this form.

Educational History

Name and Location of High School or College	Course of Study (Major)	Degree (yes or no)	Date of Completion



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11/02

Applicant Name: _____

Professional references *(By signing below, TCCF has my permission to verify employment with the following references)*

Name _____ Occupation _____

Relationship _____ Years Known _____

Address _____

City _____ State _____ Zip _____

Phone Number _____

Name _____ Occupation _____

Relationship _____ Years Known _____

Address _____

City _____ State _____ Zip _____

Phone Number _____

Name _____ Occupation _____

Relationship _____ Years Known _____

Address _____

City _____ State _____ Zip _____

Phone Number _____

I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Signature _____ Date _____

For The InternSource use only

ABRA ID# _____ ABRA (initials +date) _____



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Attachment Q

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Student Employee ID Number

Enrollment Information

PLEASE ATTACH TRANSCRIPTS.

Academic Institution: _____ Major: _____

Overall GPA: _____ Expected Graduation Date: _____

Degree Type: ☐ AA ☐ BA ☐ BS ☐ MA ☐ MS ☐ PHD ☐ Other _____

Class Standing: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate Student

I, _____ hereby certify that I have applied for, and
(Print Name)
have been accepted for enrollment at the above academic institution.

I understand that the requirements for student employees of The Community College Foundation are to continuously enroll in and complete a minimum of six semester (nine quarter) units and maintain a cumulative GPA of 2.0 in an accredited school or university.

I understand that upon completion from college, student employees must notify The Foundation and their worksite immediately. I also understand that upon completion from college student employees may complete the current pay period they are working in. They are not allowed to continue working through the school break if they have not provided satisfactory proof of graduate school acceptance **or** enrollment for the next semester or quarter when in pursuit of a second degree.

Signature: _____ Date: _____



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Attachment R

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Student Employee ID Number

Caltrans Salary Change Request

Student Name: _____

District / Program / Service Center: _____

College: _____ Major: _____

Classification (Check One)

Undergraduate ☐ Non-Engineering <u>Undergraduate</u> Program ☐ Engineering or Architectural Sciences <u>Undergraduate</u> Program	Graduate (Master’s or Ph.D.) ☐ Non-Engineering <u>Graduate</u> Program ☐ Engineering or Architectural Sciences <u>Graduate</u> Program
--	---

I have reviewed the alternate range criteria for the classification noted above and have determined that this student now meets the requirements for a range and/or step change. I request a change

FROM: Current Salary Rate of \$_____ per hour **TO:** Salary Rate of \$ _____ per hour

Range or Step _____ Range or Step _____

The following supporting documents are attached:

- ☐ Transcripts (ONLY for Range or classification change)
- ☐ Supervisor’s summary of hours worked (ONLY for Step change. Memo stating number of hours worked by month, equal to number required by criteria).
- ☐ The InternSource verification of hours worked.
- ☐ Other _____

Effective Date of Change _____

Approvals

Supervisor's Name (print): _____ Phone: _____

Supervisor's Signature: _____ Date: _____

Coordinator's Name (print): _____ Phone: _____

Coordinator's Signature: _____ Date: _____

Program Administrator (print): _____ Phone: _____

Program Administrator's signature: _____ Date: _____

For The InternSource use ONLY

ABRA ID# _____ ABRA (initials +date) _____



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Attachment S

Procedures for Timesheets, Salary Changes, and Separation/Leave of Absence

TIMESHEETS

1. Student completes timesheet and submits to supervisor.
2. Supervisor initials all overtime hours or holiday pay.
3. Supervisor approves and signs the timesheet after verifying that the source unit, project expenditure authorization, and subject (if applicable) for the project are correct for all dates worked.
4. Supervisor submits the original timesheet to the coordinator by the coordinator's due date.

5. Coordinator reviews timesheets for completeness, initials, and forwards original timesheets to the contractor. **NOTE: The contractor will not accept faxed timesheets.**

SALARY CHANGES

1. It is the student's responsibility to track hours and units completed to be eligible for pay increases. Students should contact the contractor to receive an official "verification of hours worked". NOTE: the Student Administrator must approve All retroactive pay increases. Pay increases will normally be effective on the first day of the current pay period.
2. Student and Supervisor complete a "Salary Change Request" form.
3. Supervisor submits the Salary Change Request form, verification of hours and/or any other documentation for justification to Coordinator.
4. Coordinator will approve and forward to Program Administrator.
5. Program Administrator will approve/deny and assigns an effective date and notify the Coordinator. The Coordinator will inform the supervisor and student.

STUDENT SEPARATION

1. Supervisor completes the Separation/Leave of Absence form by filling in the reason for the separation, effective date of separation and obtaining the student's signature (when possible).
2. Supervisor submits form with student's last time sheet to coordinator.
3. Coordinator will fax Separation/Leave of Absence form and student's timesheet to the contractor and Program Administrator.

NOTE: A separated student must be paid within three (3) business days of the last day worked; therefore, the Separation/Leave of Absence form and timesheet must be submitted immediately after the student's departure. If you feel there is to be a

termination with cause, please contact the Program Administrator to discuss the termination procedures before termination, and contact the contractor before termination to make arrangements for the final paycheck.

LEAVE OF ABSENCE - If there is a student who is going on a Leave of Absence for any reason, they must complete the Leave of Absence (LOA) form with their supervisor.

1. Student and supervisor complete "Last Day of Work" and "Estimated Return Day of Work".
2. Student and supervisor complete "Reason for Leave".
3. Student and coordinator must sign the understanding that if the student is absent for more than three (3) months they will be voluntarily separated.
4. Supervisor and coordinator keep a copy of the LOA notification and submit the original to the contractor.
5. When the student is planning to return to work, they must provide documentation of their most current enrollment/grades to coordinator before they start work.
6. Coordinator completes the "Return from Leave of Absence" portion of their copy of the LOA and faxes the completed LOA and proof of current enrollment/grades to the Program Administrator and contractor. **NOTE: If the student does not meet the minimum enrollment criteria, the Program Administrator will contact the Coordinator.**



Attachment T		Student Payroll Schedule 2004	
Pay Period (Sunday - Saturday)		Timesheets Due to CCF* by NOON on or before	Pay Date
<u>Begin</u>	<u>End</u>	<u>Tuesdays</u>	<u>Fridays</u>
12/28/03	1/10/04	January 13, 2004	1/16/04
1/11/04	1/24/04	January 27, 2004	1/30/04
1/25/04	2/7/04	February 10, 2004	2/13/04
2/8/04	2/21/04	February 24, 2004	2/27/04
2/22/04	3/6/04	March 9, 2004	3/12/04
3/7/04	3/20/04	March 23, 2004	3/26/04
3/21/04	4/3/04	April 6, 2004	4/9/04
4/4/04	4/17/04	April 20, 2004	4/23/04
4/18/04	5/1/04	May 4, 2004	5/7/04
5/2/04	5/15/04	May 18, 2004	5/21/04
5/16/04	5/29/04	June 1, 2004	6/4/04
5/30/04	6/12/04	June 15, 2004	6/18/04
6/13/04	6/26/04	June 29, 2004	7/2/04
6/27/04	7/10/04	July 13, 2004	7/16/04
7/11/04	7/24/04	July 27, 2004	7/30/04
7/25/04	8/7/04	August 10, 2004	8/13/04

8/8/04	8/21/04	August 24, 2004	8/27/04
8/22/04	9/4/04	September 7, 2004	9/10/04
9/5/04	9/18/04	September 21, 2004	9/24/04
9/19/04	10/2/04	October 5, 2004	10/8/04
10/3/04	10/16/04	October 19, 2004	10/22/04
10/17/04	10/30/04	November 2, 2004	11/5/04
10/31/04	11/13/04	November 16, 2004	11/19/04
11/14/04	11/27/04	November 30, 2004	12/3/04
11/28/04	12/11/04	December 14, 2004	12/17/04
12/12/04	12/25/04	December 28, 2004	12/31/04
12/26/04	1/8/05	January 11, 2005	1/14/05
Your supervisor/ coordinator may request your time sheet at an earlier date than shown here			
Check with your work site supervisor for clarification			

Attachment U

The Community College Foundation

REPORT OF INJURY

RETURN IMMEDIATELY – FAX # (916) 418-5110

Name: _____ Date of Birth: _____ SS#: _____

Address: _____ Home Phone: _____

Work Address: _____ Work Phone: _____

Date of Hire: _____ Employee Job Title: _____ Pay Rate: _____

Department Where Employee Works: _____ Av. Hours Worked Per Week: _____

Date Employer First Notified of Injury: _____ Time Employee Scheduled to Begin Work: _____

Time Employee Scheduled to End Work: _____ Time Employee Actually Ended Work: _____

Date Injury Occurred: _____ Time of Injury: _____ AM _____ PM

Did Accident Occur on Employer's Premises? Yes _____ No _____

Explain: _____

What Was the Employee Doing When Injured? (Be specific, identify tools, equipment or material the employee was using)

Object/Substance That Directly Injured the Employee? (e.g. the machine employee struck against; the vapor or poison inhaled or swallowed; the chemical that irritated the skin. In cases of strains, the thing that was lifted, pulled, etc.)

Describe the Injury or Illness: (e.g. Cut, Strain, Fracture, etc.) _____

Part of Body Affected? (e.g. Back, Left Wrist, Right Eye, etc.) _____

Name and Address of Treating Facility and Physician: _____

Describe the Treatment Rendered: _____

Did Employee Lose One Full Day's Work After the Injury? No _____ Yes _____ If Yes, Date Last Worked: _____

Has Employee Returned to Work? Yes _____ If Yes, Date Returned to Work: _____

No _____ If No, When Do You Anticipate Employee's Return? _____

Signature of Supervisor/Title

Signature of Injured Employee

Date This Claim Form Was Submitted to Supervisor/Coordinator: _____

Date This Completed Claim Form Was Submitted to CCF: _____

PLEASE ATTACH NAME(S) AND PHONE # OF WITNESS(ES)

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Sacramento, CA 95815
Phone: 916-418-5100 Fax: 916-418-5110

Attachment V *Submit to The InternSource with Final Timesheet*

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Student Employee ID Number

Caltrans Student Separation/Leave of Absence

Student Information

Last First Middle

Name: _____

--	--	--	--

Last four digits of Social Security Number:

District/Program/Service Center: _____

<i>Separation Information</i>	<i>Leave of Absence Information</i>
<i>Last Day of Work:</i> _____	Last Day of Work: _____
Reason for Separation (please explain):	Estimated Return Day of Work: _____
☐ Budget cut-back ☐ Contract/project ended ☐ Failed to adhere to organization/contract policies ☐ Failed to enroll/complete required units ☐ Failed to maintain minimum GPA requirement ☐ Failed to return from Leave of Absence ☐ Full time employment with this organization ☐ Other employment at: _____ ☐ Graduating	<i>(No more than three months from last day of work)</i> Reason for Leave: ☐ Did not provide proof of enrollment/completion ☐ Military ☐ Personal ☐ Return to school ☐ School Obligations ☐ 1,500 hour limit reached

☐ Job Abandonment ☐ Personal obligations ☐ Relocation – other ☐ Relocation - school ☐ School schedule conflicts with job requirements ☐ Work Authorization expired Other: _____ Please process my final paycheck as indicated below: (check one) ☐ Issue and mail ☐ Issue and I will pick up <i>Approvals</i> Student's Signature: _____ Date: _____ Supervisor's Signature: _____ Date: _____ Coordinator's Signature: _____ Date: _____ CC: Program Administrator CC: The InternSource	☐ Other (explain) _____ I understand that if I am absent for more than three months I will be considered voluntarily separated from employment. Student's Signature: _____ Coordinator's Signature: _____ Return from Leave of Absence Actual Return Day of Work: _____ <i>Approvals</i> Supervisor's Signature: _____ Date: _____ Coordinator's Signature: _____ Date: _____ CC: Program Administrator CC: The InternSource
--	---

For The InternSource use only

ABRA ID# _____ Date Paid _____ In ABRA (initials +date) _____



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Forms... IS Salary Change CT.doc 11/02

CALTRANS STUDENT ASSISTANT ROAD TEST FORM

Attachment

X

NAME (FIRST, MIDDLE INITIAL, LAST)			INSTRUCTIONS NEW STUDENT ASSISTANT (SA) WHO ARE EXPECTED TO OPERATE VEHICLES ON STATE BUSINESS, EVEN IF ONLY OCCASIONALLY, SHALL PASS A ROAD TEST GIVEN BY THEIR SUPERVISOR BEFORE THEY ARE PERMITTED TO DRIVE BY THEMSELVES. THE ROAD TEST SHOULD BE GIVEN BY THE SA'S SUPERVISOR IN THE TYPE OF VEHICLE THE SA IS EXPECTED TO OPERATE. THE SUPERVISOR WILL COMPLETE THIS FORM AND RETURN IT TO THE STUDENT ASSISTANT PROGRAM COORDINATOR OFFICE.			
DIST. OR DIV BRANCH						
STARTING	YES	NO	RIGHT AND LEFT TURN	YES	NO	ROAD TEST MAY BE DISCONTINUED IF ANY OF THE FOLLOWING CONDITIONS OCCUR. PLEASE EXPLAIN REASONS FOR TEST TERMINATION IN REMARKS BELOW.
CHECK MIRRORS			SWINGS TOO WIDE			
ADJUSTS SEAT			CUTS TOO SHORT			
FASTENS SEAT BELT			STARTS FROM WRONG LANE			
USED CAUTION			ENDS IN WRONG LANE			
WHEN APPROACHING INTERSECTIONS			SIGNALING			STRIKING ANOTHER CAR, PEDESTRIAN, ANY FIXED OBJECT
WHEN CHANGING LANES			PROPER DISTANCE IN ADVANCE OF TURN			
STOP SIGN/TRAFFIC SIGNAL			ON STARTING FROM CURB			IMPROPER ACTION CAUSING COLLISION OR NEAR-COLLISION OF OTHER VEHICLES IN IMMEDIATE VICINITY
OBEYS SIGN SIGNAL			ON TURNS			
POSITION AFTER STOPPING			ON LANE CHANGE			
MAKES FULL STOP			ENGINE CONTROL			ACTION REQUIRING EXPERT DRIVING BY ANOTHER DRIVER, OR DODGING BY A PEDESTRIAN, TO PREVENT A COLLISION
STARTS BEFORE SIGNAL CHANGE			PROPER CHOICE OF GEARS			
LANE USE			PROPER USE OF CLUTCH			
CHOICE OF PROPER LANE			STARTS SMOOTHLY			COMMITTING ANY DRIVING FAULT, EITHER OF SKILL OR CAUTION, WHICH CAUSES IMMEDIATE DANGER TO ANY PERSON OR PROPERTY
PROPER POSITION IN LANE			SHIFTS SMOOTHLY			
UNNECESSARY LANE CHANGING			USE OF BRAKES			
PASSING AND BEING PASSED			STOPS SMOOTHLY			LACK OF CONTROL TO POINT WHERE OBSERVER BELIEVES CONTINUATION OF TEST WOULD BE DANGEROUS
ALLOWS ADEQUATE CLEARANCE			RIDES BRAKE			
MADE LEGAL MANEUVER			USED PARKING BRAKE			
COOPERATES WITH PASSER			BACKING AND PARKING			FLAGRANT VIOLATION OF ANY TRAFFIC LAW FOR WHICH A DRIVER MIGHT BE ARRESTED
SPEED CONTROL			CHECKS TO REAR			
OBEYS SPEED LIMIT			USES MIRRORS PROPERLY			
TOO SLOW FOR FLOW OF TRAFFIC			PROPER SPEED			
TOO FAST FOR FLOW OF TRAFFIC			GOOD POSITION NEXT TO CURB			
MAINTAINS ADEQUATE FOLLOWING DISTANCE			STOPS WITHIN PARKING LINES			
RIGHT OF WAY			OVERALL OPERATION			
YIELDS TO OTHER VEHICLES			DRIVES SMOOTHLY			
YIELDS TO PEDESTRIANS			ADAPTS TO TRAFFIC CONDITIONS			
YIELDS TO EMERGENCY VEHICLES			KEEPS ATTENTION ON DRIVING			

OBSERVER'S ACTION: THIS STUDENT SHOULD SHOULD NOT BE ALLOWED TO OPERATE A VEHICLE ON STATE BUSINESS BE ALLOWED TO OPERATE A VEHICLE ON STATE BUSINESS	REMARKS:
OBSERVER'S SIGNATURE:	
ROAD TEST DATE:	DATE SCHEDULE FOR CLASSROOM INST. DRIVER'S LICENSE NO. DATE LICENSE EXPIRES

