Welcome

California Lutheran University provides employment opportunities to students in order to enhance their educational experience, promote their involvement with the campus, and to enable the university to function in an effective and cost-efficient manner. Research shows that on-campus student employment between 10 and 15 hours per week contributes to completing your college goals.

The purpose of this *Student Employment Handbook* is to assist you with the procedures for acquiring a job on-campus. Additionally, guidelines for work etiquette, payroll, and job performance are outlined along with employment regulations.

Students desiring to meet educational expenses through part-time employment are encouraged and given assistance in locating employment opportunities. Ultimately, you are responsible for obtaining your own position on campus, and this handbook will help guide you through the experience.

Best of luck to you and please reach out to us if we can be of any assistance.

Sincerely,

Student Employment Coordinator/Career Counselor
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Eligibility for Student Employment

Matriculated undergraduate and graduate students are eligible to work as student employees with CLU. Students who have graduated from Undergraduate or graduate programs will not be eligible for student employment.

To Work On Campus **Undergraduate & Professional Students** Must:

- Be enrolled at least part-time (6 units for undergraduate and 4 units for Professional) in the semester that which they are working
- Employment eligibility to work in the US
- For summer session, must be enrolled in the following fall semester (recent graduates may not work on-campus unless they are enrolled in a graduate program at CLU). Incoming students may begin working on the first day of the Fall semester.

To Work On Campus **International Students** Must:

- Have an F-1 Visa
- Obtain a social security card (see instructions on page 17)
- Be enrolled at least part-time in an undergraduate or graduate program

**Deferred Action for Childhood Arrivals (DACA)**

On June 15, 2012, it was announced by the Secretary of Homeland Security that certain people who arrived in the United States as children and who meet key guidelines may request for consideration of deferred action. Students who have been granted DACA will be issued an Employment Authorization card and a Social Security card. DACA students are eligible for any non-Federal Work Study funded positions.

**Students on Academic Probation**

*Students placed on academic probation must remain enrolled in half time status. Students placed on financial aid suspension cannot work. Financial aid Satisfactory Academic Progress (SAP) maintains a student must meet these three criteria:

1. 2.00 cumulative GPA
2. Completing 67% of all attempted coursework
3. Be on pace to graduate within a 150% of the expected time to complete the degree*
Student Work Classifications

On-campus jobs are classified by five categories: **Campus Work Study** (budgeted and paid for by Cal Lutheran), **Federal Work Study** (paid for by the government through FAFSA), **Graduate Assistant**, **Resident Assistant**, & **Departmental Assistant**.

All students must apply online at [www.clupostings.com](http://www.clupostings.com)

Most positions are considered Federal Work Study eligible unless they are within the University Advancement Office (Annual Fund), Campus Ministry, Athletics, Events, or within a grant funded program.

In order to be considered for FWS, a student must:

- File a Free Application for Federal Student Aid (FAFSA) and be determined to have Financial Need
- Be enrolled part-time (in at least 6 units per semester)
- Be a U.S. citizen or eligible non-citizen
- Be compliant with Satisfactory Academic Progress (SAP)
- Not be in default on a student loan
- Submit all documents required by the Office of Financial Aid pertaining to Verification

Note: Students are unable to apply Work-Study earnings towards their tuition cost prior to earning the wages. Since FWS wages are earned during the course of the semester (and each student's tuition bill is due before the semester begins) students should make other arrangements for payment.

**Maximum Hours**

All students, including international and graduate students, are allowed to work a maximum of **15 hours per week** when school is in session. Students may work more than one job on campus, but the total amount may only be 15 hours per week maximum. Between semester break periods, when classes are not held, and during the week of Spring Break, student workers may work up to **40 hours per week**.
Applying for Work Study Positions

**Step One:** Search for open positions. Go to [www.clupostings.com](http://www.clupostings.com) which will bring you to the Career Services online job board. If you come across any issues when logging in, please contact the Career Services Office at (805) 493-3200.

**Step Two:** Find the current on-campus listings by navigating to the “Jobs & Internships” tab. Click on “Current Listings for CLU”
Step Three: Type in “Work Study” in the search bar:

Browse through the listings.

Step Four: Apply for open positions that you are interested in by downloading the Student Employment Application:

Complete the application in Word or Pages and email it to the correct supervisor. The supervisor’s contact information will be listed below the application link.
SAMPLE APPLICATION EMAIL:

**Subject: Application for (Position Name) - Jacky Jane**

*Dear _____,*

Hello, my name is Jacky Jane and I am writing to apply for the student position open within your department. Please find my completed application attached. I look forward to hearing more about this opportunity and feel free to reach out to me by email at (jackyjane@callutheran.edu) or by phone at (805) 493-3279.

*Thank you for your consideration.*

*Sincerely,*

*Jacky Jane*

**Step Five: FOLLOW UP:** If you have not heard back from the supervisor after one week, follow-up with them:

**Subject: Application for (Position Name) - Jacky Jane Follow-Up**

*Dear _________________,*

*I hope this message finds you well. This is Jacky Jane and I recently applied for the (blank) position within your department and I wanted to check on the status of my application. If there is any additional information I can provide you, please let me know. I look forward to hearing from you and have a wonderful day!*

*Sincerely,*

*Jacky Jane*
Interviewing for Work Study Positions

If you are invited for an interview, book an appointment for a mock interview HERE

Dress: Dress professionally just as you would for an internship or full-time position:

TRADITIONAL INTERVIEW QUESTIONS:

- Tell me about yourself.
- What strengths would you bring to this position?
- What relevant past work experience do you have?
- What is your greatest weakness?
- Why are you applying for this position?
- Why do you want to work in this department specifically?
- Where do you see yourself in 5 years?
- If we were to hire you, how long do you plan on staying?
- Tell me about a time you had an issue with a supervisor or coworker, how did you handle it?

Try your best to hone in on your skill sets and state that you plan on staying in the position for a few years, at least!

AGAIN, make an appointment with a counselor for a Mock Interview by following this LINK
After the interview, SEND A THANK YOU NOTE WITHIN 24HRS

Sample Thank You Note:

(Send a thank you note to everyone who interviewed you, get their business cards for accurate email addresses)

Dear Mr. Johnson:

I want to thank you for giving me the opportunity to discuss my interest in and qualifications for the position of Student Assistant with you on Monday, October 15th. I am excited about becoming a member of your team.

One thing I forgot to mention during the interview is...3-5 sentences here.

In the event that you would like additional information regarding my background, please feel free to contact me. I will be looking forward to hearing from you soon, thank you again.

Sincerely,
James Smith

• Do not send the same thank you email to each person, personalize each one. The interview committee will compare thank you emails.
Getting Hired

STEP ONE: Once you have been offered the on-campus position, make sure to complete the Personnel Action Form right away: Student Personnel Action Form

First, enter YOUR SUPERVISOR’S information:

Then, enter your own information:
STEP TWO: NOW, wait to get an email from forms@callutheran.edu, which tells you to bring 3 documents to the Student Employment Office:

Dear Vicki Danko,

Your employment supervisor has signed your Student Employment Personnel Action form. It is now your responsibility to visit the Career Services Office in person to prove your eligibility to work in the US.

Please click here to access Career Services Forms page. Download, complete, and bring the following forms with you to Career Services:

1- Form I-9 - Please see instructions and bring appropriate identification with you.
2- Form W-4
3- Direct Deposit form.

Once you have downloaded and completed the 3 forms above, please print them out and come to the Career Services Office with your I-9 documentation including: Driver's license and birth certificate, or a passport. Alternatively, if you do not have those documents please review the I-9 form for other acceptable documents.

Please Note: if you are an international student you will also need to provide your foreign passport, student ID, Visa, I-20, and I-94.

Career Services is located on the second floor in the Student Union Building
Please do not respond to this email directly as it is not monitored.

Thank you,
Career Services
California Lutheran University | 60 West Olsen Road #2400 | Thousand Oaks, CA 91360
www.callutheran.edu/students/career | p 805.493.3279
STEP THREE: Complete Your Hiring Paperwork

Form I-9 Instructions:

1. Complete Section One (you are not required to list your social security number, this is optional)

2. Select your correct status

   1. US Citizen: born in the United States
   2. A noncitizen national of the United States: Those born with ties to the outlying US possessions of American Samoa and Swains Island
   3. A lawful permanent resident: Non-citizens who are lawfully authorized to live permanently within the United States (green card holders) USCIS number is required.
   4. An alien authorized to work: Often international F-1 students fall under this category
      a. Form I-94 or Foreign Passport number is required
      b. Must have or apply for a social security card prior to working

3. Sign and Date

4. If you used a Preparer or Translator, make sure they sign off

5. Leave page 2 blank, the Student Employment Office completes this

6. When you are ready, bring your I-9 authorization documents from the list provided on the next page (ALL MUST BE ORIGINALS! Copies will NOT be accepted).
If you selected 1, 2 or 3 above, we will need to examine one document from List A or one document from List B (Identity) and one from List C (work authorization) (total of 2)

We will need the following forms completed and turned in to the Student Employment Office: Form I-9, Form W-4, Direct Deposit

https://www.callutheran.edu/students/employment/forms.html
Once you have brought in all of your necessary hiring paperwork, you will receive the following confirmation email:

Dear Vicki Danko,
Thank you for submitting your payroll paperwork. Your request has been forwarded to a career counselor for review. You will be notified shortly of their decision. Please be aware that you are not authorized to work until you receive an email specifically authorizing your eligibility for student employment.

Thank you,
Career Services.

**STEP FOUR:** Wait to hear from us, we will process your employment and you will receive a confirmation email letting you know that you may begin working.

You may **NOT** begin working until you have received a confirmation email from the Student Employment Office.
Your First Day...

The first day of a new job can be stressful but also very exciting. Make sure to show up 5 minutes early ready to jump into training. On your first day, you should have the answer to the following questions:

- What are the main tasks required at the beginning of the shift?
- Who to contact if you are not able to make it into the office
- Office policies (homework, dress code, etc.)
- Meet everyone in the office, if possible

Now, the real work begins….

1. Attend the next Student Employment training, which will go over best workplace practices and logistics of working on-campus
2. Get to know your co-workers and supervisors
3. Don’t be afraid to ask many questions (it’s better to ask a question than complete a task incorrectly)
4. Update your resume!
How to Obtain a Social Security Card

For International F-1 Students

STEP ONE: You will need to obtain a letter from YOUR SUPERVISOR on university letterhead stating the following (see sample on page 2):

- Student’s full name
- Start date of employment
- Number of hours per week they will be working
- Office or department employing the student
- Job title or duties
- Whether the job is for pay or for reduced tuition or scholarship
- Employer EIN # (Cal Lutheran’s is: 95-2962604)
- Employer’s telephone number
- Name of the student’s immediate supervisor
- Signature of the supervisor or department head & title

STEP TWO: You will need to take the signed letter from your supervisor to the Center for Global Engagement and ask for Linda Boberg. She will write a second letter for you, stating that you are eligible to work in the United States (current I-20 is required)

STEP THREE: Take the following documents with you to the Social Security Office located at:

322 E. Thousand Oaks Blvd, Thousand Oaks, CA

1. Both of your letters (Supervisor and Center for Global Engagement)
2. Your Foreign Passport with current admission stamp
3. Form I-94
4. Current Form I-20

STEP FOUR: Once you have applied for the Social Security Card, you will be eligible to begin working on-campus. Request a letter from the Social Security Administration listing your work eligibility and proving that you have applied for a SSN (see page 3). Wait to receive this letter and once received, bring it with you to the Student Employment Office along with the following forms:

- Form W-4
- Form I-9
- Foreign Passport with Visa inside
- Cal Lutheran ID
- I-20
- I-94
- Receipt from the Social Security Office

STEP FIVE: **When you receive the Social Security Card in the mail, bring it to the Student Employment Office ASAP,** Cal Lutheran will not be able to issue you a paycheck until you have provided us with your social security number and we have scanned in your new card.
Sample Supervisor Letter (on University/Department Letterhead)

January 1st, 20XX

To Whom It May Concern,

The Office of Career Services has hired Mike Smith as a Student Assistant beginning on September 5th, 2018. Mike will be filing and answering phones under my supervision, Karen Jones, Career Counselor. Mike will be paid $11.00 per hour for 15 hours per week. The employer ID is 95-2962604. Should you have any questions regarding this employment, please call (805) 493-0000.

Sincerely,

Karen Jones

Career Counselor
How to Submit a Timesheet

Step 1: Log into your “MyCLU”

Step 2: Select “WebAdvisor” from the menu on the left side of the page.

Step 3: Select “Students”
Step 4: Locate the “Student Payroll” section

Step 5: Select “Time Entry”
Step 6: Check the box that corresponds with the correct position, and click “Submit”. For students who have two on campus positions, make sure to repeat this process to submit your hours for both positions.

Step 7: Enter your “Time In” and “Time out” in the corresponding boxes for ALL the dates that you worked in that time period. Note AM or PM is required. Example: “11:45AM” or “3:30PM”.
NOTE: Sick hours are entered in the “Sick Hours” column for the amount of hours that you were scheduled for that given day. For example, if you were scheduled to work from 1:00PM-3:00PM you would simply put a “2” in the “Sick Hours” column in the box for the day you were sick.

NOTE: If you took a break during your shift or worked two separate shifts in one day, simply record your “Time In” and “Time Out” for the time you that were at work in the second box for that day. For example, if you worked from 9:00AM-11:30AM and then again from 2:45PM-5:00PM it would look like the example below. **You are required by law to take one 30 minute break for a shift with the duration of 6 consecutive hours, WebAdvisor will not allow you to submit a time sheet that does not follow this criteria.
Step 8: Scroll to the bottom and check the box to submit your time sheet to your supervisor. Then, hit “save”. Time can be entered as frequently as you desire during the two weeks as long as you click save at the bottom. However, your time sheet will not be submitted until you check the box before saving. **This service is not mobile device friendly; students often have difficulties checking the box on a mobile device in this step and it is recommended to use a computer when submitting your time sheet.
Student Employment Regulations

Hourly Wages

Student wage rates at CLU are set to the California Minimum Wage, with some exceptions. Earnings are paid to students in the form of a bi-weekly paychecks (every two weeks). Paychecks are available via Direct Deposit, paper paychecks will no longer be printed.

Sick Leave

Student employees who work at least 30 days within a year, are eligible to take paid sick leave.

Employees requesting sick leave should provide reasonable notice of their absence to their supervisor. Paid sick leave may be used for the illness of an employee or an eligible family member; preventive care, diagnosis, care or treatment of an existing health condition for an employee or an employee's family member; or for specified purposes if an employee is a victim of domestic violence, sexual assault or stalking. Family members include the employees or spouse's parent(s), child, spouse, registered domestic partner, grandparent, grandchild and sibling.

Student employees accrue at a rate of .033/per hour worked beginning their date of hire. Paid sick leave balances may be carried over to the following calendar year and accumulate up to a maximum of 48 hours.

To carryover sick leave, you must contact Student Payroll at: (805) 493-3961

Student employees who cease their employment, and are rehired within one year from the last date of employment will have previously accrued and unused sick pay leave balances reinstated, up to the maximum allowable. Unused sick leave is not payable upon termination of employment.

Number of Hours per Week

Undergraduate and graduate hourly student employees may work a maximum of 15 hours per week during the academic year (while school is in session) and a maximum of 40 hours per week during the summer, winter and spring breaks.
Students must not exceed 8 hours of work in one day. It is very important you talk to your supervisor about when to take breaks.

- If your scheduled shift is 5hrs or longer, you are legally required to take a 30min meal break (make sure to do this!)

**Concurrent Employment**

Students are limited to one on-campus job at Cal Lutheran. In limited instances, concurrent employment may be approved by the Student Employment office. Request for concurrent employment must be submitted via the Student Employment Authorization form.

- Students who are authorized to work more than one job are still held to the 15 maximum hours per week regulation

**Resident Assistants and Departmental Assistants**

Students who are serving as a Resident Assistant (RA) for the academic year are not eligible to work on-campus in another position. However, if an RA is provided the opportunity to serve as a Departmental Assistant (DA) within the same academic year, these two positions will be permitted. DA is a designated position offered to specific scholarly students by faculty members and hours are minimal.

**Off Campus Work Study Positions**

The Student Employment Office at Cal Lutheran partners with the Area Housing Authority of Ventura County, United Way of Ventura County, and Big Brothers Big Sisters each year. In order to work for this off-campus employer, students must be Federal Work Study eligible and apply directly to the employer in CLUPostings. Student wages are paid through the Student Employment Office and paychecks are made available by Direct Deposit.

**DSS Note Takers:**

Each semester, students volunteer to serve as a Note Taker for one of their classes to assist their peers who may require additional assistance with taking notes in class. Note Takers are provided with a specific link to complete a stipend request form, this link will be provided by the Disability Support Services Office. You may email them at dssnotes@callutheran.edu to submit the stipend request.

*Note Taker Stipend Request Form*
Frequently Asked Questions

When should I complete my Student Employment Personnel Action Form?

Once you have been offered the position, you should fill out the student portion online right away, and wait to begin working until you have received an email stating your eligibility to begin working.

Can I have more than one on-campus job?

Students who are employed in a position of 5 hours or less per week may be approved for a concurrent position in another department. Requests for concurrent employment must be approved through the Student Employment office.

How many hours per week can I work?

During the Fall and Spring Semesters, most students work approximately 10 hours, however you are allowed to work a maximum of 15 hours per week. During university breaks (Winter, Spring, & Summer), you are allowed to work a maximum of 40 hours per week.

What kind of work schedule can I expect?

Your work schedule will be coordinated with your supervisor each semester. It will vary based on your academic schedule. You may not miss classes in order to work.

How much do I get paid for an on-campus job?

Student wage rates at Cal Lutheran are set to the current California Minimum Wage of $12.00/hour.

Student wage rates in Woodland Hills are set to the current Los Angeles County Minimum Wage of $14.25/hour.

Student wage rates in Berkley are set to the current Berkeley County Minimum Wage of $15.59/hour.

How and when will I get paid?

Your earnings will be paid to you in the form of bi-weekly paychecks that are deposited directly to your personal bank account. You must be authorized to begin working by the Student Employment Office before you can log your hours and receive a paycheck. If you have any questions about your paycheck or direct deposit set up, please contact the Payroll Office at (805) 493-3961.
What are my responsibilities as a student employee?

When you are hired for an on-campus position you become a member of a team that depends on you. While individual departments will have different expectations, you should expect to:

- Be enrolled during the academic year. You must cease working after withdrawing or graduating from school or dropping below part-time status.
- Set up a work schedule with your supervisor that compliments your class schedule and your supervisor's needs.
- Earn no more than your FWS award amount each semester.
- Report to work promptly, ready to begin work.
- Notify your supervisor as soon as possible and no later than the beginning of the scheduled work shift, when you are unable to work.
- Consider the employer's needs as well as your own when requesting time off.
- Work with a cooperative and positive attitude.
- Refrain from conducting personal business during work hours.
- Perform your work in a satisfactory manner.
- Dress appropriately for your work location.
- Take your job seriously. The experience you gain in your position can be invaluable.
- Develop and maintain good working habits.
- Report your hours accurately each day that you work.
- Discuss problems with your supervisor as they arise. Your employer will be understanding and be interested in working toward a solution. If the problem cannot be resolved, you may contact the Student Employment Office for assistance.
- Students found to have engaged in gross misconduct (i.e. breach of confidentiality, theft, fraud, etc.) will be terminated and referred to the Dean of Students Office for disciplinary action.