

University of California Santa Cruz Student Employment Philosophy

Student employment benefits the student and the University. Research shows that on-campus student employment between 10 and 20 hours per week contributes significantly to retention.* UC Santa Cruz maintains a program of employment that provides students with financial assistance, work experience, and service opportunities.

Meeting Educational Expenses

Students desiring to meet educational expenses through part-time employment are encouraged and assisted in locating employment opportunities. The Career Center offers career development training in the areas of job search and interview techniques. In addition to providing a financial resource, part-time student employment at UC Santa Cruz serves as an educational tool to increase a student's job skills, enhance future career opportunities, and provide opportunities for recognition.

Complementing Academic Experience

Employment complements a student's academic experience by providing skill development and networking opportunities relevant to the student's major and/or career field of interest. It is the policy of the University to employ students part-time, and not interfere with students' academic pursuits or displace full-time employment opportunities.

Meeting Professional Standards

The University's student employment programs are subject to and will be administered in accordance with applicable Federal and State laws and statutes governing employment practices and strive to follow the professional standards of the National Student Employment Association.

* Pike, G. R., Kuh, G. D., & Massa-McKinley, R. (2009). First-Year Students' Employment, Engagement, and Academic Achievement: Untangling the Relationship Between Work and Grades. *NASPA Journal* 45(4), pp. 560–582.
Cermak, K. & Filkins, J. (2007), On-Campus Employment as a Factor of Student Retention and Graduation, *The Journal of Student Employment* 11(1), pp. 10-14.

Roles and Responsibilities

[The Career Center](#) is responsible for compliance with federal and University regulations and guidelines relevant to student employment. The Student Employment staff is available for campus-wide support on policies and procedures, maintaining an up-to-date web site on Career Center/Student Employment Policies and Procedures, and providing training on current, new or revised programs or systems relating to student employment.

The [Human Resource Service Teams](#) are the business entities responsible for both student and staff payroll/personnel processes, time reporting for all the units within their jurisdiction. Human Resource Service Teams are responsible for assuring that the UC Payroll System (PPS)

transactions are prepared correctly and in compliance with human resources and compensation guidelines.

[The Payroll/Accounting](#) office monitors payroll time-reporting actions and offers guidance on specific payroll problems. The Human Resource Service Team holds primary responsibility for correctness and appropriateness of payroll actions, with the Payroll Office helping to identify and resolve specific issues. The Payroll Office handles reversal of Defined Contribution Plan deductions, if it has been incorrectly charged, upon authorization of the Career Center Student Federal Insurance Contributions Act (FICA) Coordinator. The Payroll Office maintains all employment documents such as W4, Oath and I-9.

[The Financial Aid and Scholarship](#) office works closely with the Career Center in administering the Federal Work-Study Program, in compliance with Federal guidelines. The FAO provides current handbooks on the program, and determines work-study award allocations based on students' FAFSA applications for financial aid. All changes to the student's work-study limits throughout the year are updated on-line by the Financial Aid Office and notifications are sent via PAN (PPS notification sub-system) to the Human Resource Teams. Monthly reports detailing total work-study earnings are also sent to the Human Resource Service Teams.

[The HR Compensation](#) office establishes student assistant compensation and classification. They provide guidance on policy interpretation associated with attendance and leave accrual and use.

[The Benefits](#) office issues "Out of Compliance" reports when the Employee Database coding for student benefits eligibility is not consistent with the student program type or appointment duration. Student holiday, sick leave and vacation policy is based on Staff Human Resources guidelines for students, in accordance with their program type, title code, appointment percentage and duration of appointment. The Benefits Office handles reimbursement requests for DCP (Retirement) savings when a student is separated from University employment, and offers a "UCRS Distribution Kit for Non-Exempt Student Employees" if appropriate.

Eligibility Criteria for Use of Career Center

Please see the [Career Center Services Access Chart](#) for a complete breakdown of service eligibility.

Full use of student employment services of the Career Center is limited to UCSC graduate and undergraduate students who are **registered for the current term**. Off-campus part-time and summer job listings are restricted to registered undergraduate students only. Some restrictions also apply to graduate students holding TA positions. Users of Career Center services must present a valid UCSC student registration identification card.

The use of Career Center services during the summer months is limited to any UCSC student who was registered or on approved leave of absence during the previous spring quarter AND who intends to register for the following fall quarter.

- **New and Transfer Students** may use Career Center services and apply for on and off campus jobs 10 working days before the beginning of the quarter to which they have been admitted.
- **Students who have graduated** are considered alumni and may not apply for or continue in student jobs. An exception is made for students graduating at the end of spring quarter who may retain their current position through 09/30/XX, but may not apply for new positions.
- **Students on Leave of Absence**
 - may continue in an existing student job for one quarter only, plus summer, if they are returning the next quarter.
 - If on leave during spring quarter only, and intending to return in fall, may apply for new on-campus summer only jobs through an exception process (contact Career Center).
 - are not eligible for any other services (off-campus jobs, internships or advising)
 - must be paid from non work-study funds only and will be subject to FICA deductions.
- **Summer Session** only students may apply for on-campus summer only jobs by paying a \$30 fee to the Career Center. No other career services are available.
- **Graduate Students** holding 50% teaching assistant positions must receive approval from the graduate department before any additional appointments can be processed. The Graduate Dean requires a letter requesting the exception from the student's department and/or faculty adviser. The letter must give the details for the job (amount of time involved), and how the additional work will affect the student's progress to degree.
- **University of California Alumni** may have access to various Career Center services by purchasing a Career Center Access card for an annual fee. This card entitles alumni to career advising, job fair participation, and access to the Handshake system. Alumni are not permitted to hold jobs in student titles. Please see our [Alumni page](#) for more information.

Students ineligible to use Career Center Services are those who:

- Have terminated their student-status (have withdrawn or graduated). See information above regarding access for alumni.
- Are barred or disqualified from student status
- Are not registered and only enrolled through University Extension or Summer Session.

(Note: Some services are available by paying a fee or are extended through summer, see above)