

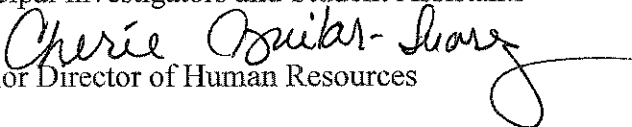
SAN JOSÉ STATE
UNIVERSITY

RESEARCH FOUNDATION

MEMORANDUM

DATE: May 23, 2013

TO: All Research Foundation Principal Investigators and Student Assistants

FROM: Cheree Aguilar – Suarez, Senior Director of Human Resources 

RE: **Student Employees' Hours of Employment**

Employing students in Research Foundation's business and organization furthers students' "real world" experience by affording them an opportunity to apply their skills and knowledge in ways that benefit their career endeavors, while at the same time, giving them the opportunity to learn, develop and refine their educational goals and aspirations.

The California State University (CSU) current policy regarding Use of Student Assistant Classifications (FSA 81-13, Supplement No. 1) notes that, with the exception of student appointments to Work-Study classifications, when school is in session, Student Assistants may not work in excess of **up to 20 hours per week**, except under emergency or other unusual situations.

Research Foundation policy aligns with the CSU's policy in recognizing that furthering their education is and must remain a student employee's primary focus. Accordingly, **as a reminder**, per Research Foundation policy, a student employee's hours of employment must be limited to 20 hours per week, maximum, during and throughout the school term, when classes are in session. During intersessions (summer and winter breaks), students are eligible to work a "normal" or full time shift, assuming budgeting constraints allow.

As we continue to support research activities, we look forward to your cooperation and support in ensuring that this policy is strictly adhered to. For more information, please feel free to refer to the following link: <http://www.calstate.edu/HRAdm/pdf2005/HR2005-28.pdf>