

DIVISION OF BUSINESS & FINANCIAL AFFAIRS

COVID-19 BRIEFING - UPDATE

March 27, 2020

Unit: Human Resources

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INFORMATION: On March 27, 2020, the question was asked if the hiring chill applies to student assistant positions for the fall 2020 semester as the majority of Student Affairs student assistant positions for fall semester are interviewed and hired in the prior spring semester.

BACKGROUND AND POLICY ISSUE(S):

Student Assistants, who do not perform academic related duties (such as instruction, tutoring, etc.) are non-represented student employees and not subject to collective bargaining. Appointments are temporary and may be ended by notification to the student that they will no longer be scheduled to work. Separation may be made due to lack of work, lack of funds, or poor performance.

Further details on student employment guidelines are included in the policy document linked to below.

CURRENT UPDATE: With the hiring chill notification dated March 24, 2020, the question was raised regarding the interviewing of student assistants for fall employment to ensure positions are filled at the start of the fall semester. This is to avoid scrambling to fill positions at the last minute should social distancing be lifted by that time.

RECOMMENDATION/GUIDANCE: The current COVID-19 environment does not preclude the campus's practice of interviewing candidates in the spring for fall employment. A conditional offer could be made pending the ability of the campus to reopen for onsite instruction as well as the successful completion of a background check in mid-July for August employment. Communication to those selected candidates would reflect the conditional offer components.

SUPPORTING DOCUMENTATION:

- Student Employment Guidelines: <https://www.csuci.edu/hr/sa-employment-guidelines-1-8-19.pdf>