

APPOINTMENTS

Section 1. Eligibility. To qualify for student employment, undergraduate students must be enrolled in at least eight (8) credits/term. Graduate students must be enrolled in at least five (5) credits/term, or three (3) credits for graduate students who have completed coursework requirements and are working on their thesis.

Admitted students may be employed the term before they start classes. Graduated students may be employed for one term after graduation with advance approval from Employee and Labor Relations in the Office of Human Resources; approvals will be granted except in extenuating circumstances.

Students receive one free term each academic year when they may take less than the required credits or take a break from school and maintain eligibility for student employment. Summer term is considered a term. Supervisors may request a second free term from Employee and Labor Relations in the Office of Human Resources.

International students are subject to visa requirements, which may impact eligibility.

This section does not apply to Resident Assistants.

Section 2. Reappointment. Unless otherwise specified upon hire, all student worker appointments will conclude at the end of the academic year. If the department intends to refill the position, current student workers may be reappointed at the supervisor's discretion. Supervisors are encouraged to reappoint current student workers to the position when practicable without requiring student workers to reapply.

If the end date of an appointment is not clearly known when hired, the student worker will be informed of the appointment end date as soon as practicable and no later than thirty (30) days before the appointment ends.

When there is a possibility for an extension, supervisors will notify student workers as soon as is practicable.

Reappointed student workers may be required to retake any annual training(s) or orientation(s) but will not be required to resubmit new hire paperwork unless updated information is required.

Section 3. Offer Letters. Departments will provide a written offer letter to confirm each appointment or reappointment. The letter may be provided in electronic form.

The letter confirming appointment or reappointment will include the following information:

1. Position description (see Section 4)
2. Position title
3. Department, unit, or school
4. Expected weekly hours, including minimum and/or maximum hour requirements
5. Appointment start date
6. Appointment end date

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7. Trainings and/or certifications required before beginning work (if applicable)
8. Supervisor(s) and contact information (if known)
9. If known, assigned course, lab, or research project (if applicable)
10. Compensation
11. Deadline to accept position offer

Section 4. Position Descriptions. Departments shall provide student workers with position descriptions, which will include:

1. Position title
2. Effective dates, including start and end date
3. Reappointment criteria and process (if applicable)
4. Department, unit, or school
5. Supervisor(s) and contact information (if known)
6. Work location, including remote working arrangements if applicable
7. Program information
8. Minimum qualifications
9. Preferred qualifications (if applicable)
10. Essential duties and expectations of the position
11. Expected weekly hours, including minimum and/or maximum hour requirements
12. Compensation
13. A statement that the position is covered by this Agreement, including a link to current Agreement

If information in the position description is changed, a new position description will be provided to the student worker in writing as soon as practicable.

Section 5. Notice Period. Hiring units shall issue offer letters or reappointment letters as soon as possible after appointment decisions are made, but no later than fourteen (14) days prior to the beginning of an appointment. Except for as outlined in Section 5a, hiring may not be contingent on a student worker agreeing to work before fourteen (14) days after being given an offer letter.

Section 5a. The fourteen (14) day requirement may be waived in instances when an earlier start date is mutually agreed upon, or when an earlier start date is operationally necessary and communicated in the job posting.

Initial offer letters for Resident Assistants shall be issued no later than April 30th.



. (Apr 3, 2025 13:41 PDT)