

CAL POLY POMONA

INSTRUCTIONAL STUDENT ASSISTANT

APPOINTMENT OFFER (**SUMMER 2024**)

This form is to be used for the appointment of **Instructional Student Assistants (ISA)**. ISAs provide **grading, tutoring or instruction** to the other CSU students for **50% or more** of their work time. ISAs are part of a Collective Bargaining Unit, represented by the UAW (Unit 11). The terms and conditions of the appointment are covered by the Collective Bargaining Agreement between the CSU and the UAW. ISAs will have union dues or fair share fees automatically deducted from their pay. For information on the agreement, including benefits, please refer to the website: <http://www.cpp.edu/~faculty-affairs/>. The union website and contact information for Local 4123 is <http://www.uaw4123.org>. Information concerning the California Loyalty Oath can be found at <http://www.calstate.edu/hr/employee-relations/>.

Supervisor: 1) *Check academic eligibility, 2) Accurately/fully complete form, 3) Obtain e-signature from student, 4) Obtain e-signature from HEERA manager, 5) Email to studenthires@cpp.edu for process completion of hire documents

NOTE: If student is a **Work Study** student, a **“FWS Employment Agreement”** must be completed and submitted with this form.

Student: e-sign and return signed form to department

Human Resource Services Customer Service Center will contact student with more information (if applicable).

STUDENTS WHO MEET THE MINIMUM REQUIREMENTS OF ACADEMIC ELIGIBILITY AND I-9 FULFILLMENT MAY BEGIN WORK.

Student Name _____	Bronco Number _____
Department Position # _____	Handshake Number _____
Department Name _____	Rehire: <input type="checkbox"/> (Last appointment must be within the academic year)
Position Title _____	Primary Work Location _____
Specific duties of appointment _____	
Effective Date of Appointment _____	End Date of Appointment: end of August pay period
*Range of Hours: <u>0</u> - _____	Hourly Rate: \$ _____
(*Enrolled in <u>less than 6.0</u> units may work up to 20 hours per week. Enrolled in <u>zero (0)</u> units may work up to 40 hours per week.)	

This appointment expires on the date stated above and does not establish an obligation for a subsequent appointment. No other notice shall be provided. This appointment is contingent upon budget and enrollment.

Criteria for Employment Eligibility: The applicant must be in and maintain good academic standing with a minimum GPA of 2.0 (both Cal Poly Pomona and overall GPA). Applicant was enrolled with the required GPA and minimum unit requirement the previous Spring semester and intends to enroll the following Fall semester. This offer is contingent upon verification of employment eligibility.

***Using the Student Assistant Employment Eligibility Report in Tableau, employers hiring the student must verify that the requirements are met at the time of hire, and at the beginning of each subsequent semester that the student assistant works.**

“I have verified that this student meets the employment criteria listed above.”

Timekeeper/Coordinator Printed Name _____	e-Signature _____	Ext _____	Date _____
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Student: “My e-signature indicates that I meet the listed employment criteria and I accept this appointment as described above. I understand as an ISA, I will be part of a Collective Bargaining Unit.”

Student CPP Email _____	e-Signature _____	Date _____
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(HEERA) Manager: “I authorize this appointment.”

HEERA Manager Printed Name _____	e-Signature _____	Date _____
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Student Employment ONLY	HR Customer Service Center ONLY	Payroll Services ONLY units: _____ eligibility _____ graduation _____
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LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	OR	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record	AND	1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.