CAL POLY POMONA INSTRUCTIONAL STUDENT ASSISTANT APPOINTMENT OFFER (ACADEMIC YEAR 2023-2024)

Student Hires ONLY:

Background Check/Credit Check completed

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. ISA union members will automatically have union membership dues 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/.

Department Instructions: 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 Student Hires (studenthires@cpp.edu) for process completion of hire documents

NOTE: If student is a work Study student, a "FWS Employment Agreement" must also 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 1-9 FULFILLMENT MAY BEGIN WORK

Student Name		Bronco Number	r		
Department Position #					
		REHIRE:	must be within the academ		
Position Title		Primary Work I	Location		
	appointment				
Effective Date of	Appointment:	End Date of Appointment:	(or <u>May 30, 2024</u>)	
Range of Hours:	<mark>0 -</mark> hours per week)	Hourly Rate: \$			
		ove and does not establish an obligation ontingent upon budget and enrollment.	n for a subsequent appo	ointment. No other	
student. The applicant must GPA). This offer is conting *Using the Student Assista requirements are met at the	t also be in and maintain go gent upon verification of er nt Academic Employment e time of hire, and at the bo	must be enrolled/registered (fees particular	ers hiring the student	Cal Poly Pomona and overall must verify that the	
Timekeeper/Coordinator Printed Name		e-Signature	Ext	Date	
Student:	t: "My e-signature indicates that I meet the listed employment criteria and I accept this appointment as described above. I also understand as an ISA, I will be part of a Collective Bargaining Unit."				
	Student CPP em	ail e-Sign	ature	Date	
HEERA Manager: (Supervisor signature for off-campus employers)	"I authorize this appointment."				
	HEERA Managers Print	ted Name e-Sign	e-Signature Date		
Student Hires ONLY	HR Customer Service Center ONLY		Payroll Services ONLY		
			units:		
			eligibility		
			graduation		

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 AN	LIST C Documents that Establish Employment Authorization
Description: U.S. Passport Card Description: Permanent Resident Card or Alien Registration Receipt Card (Form I-551) Description: Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa Description: Employment Authorization Document that contains a photograph (Form		 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 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, 	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
 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: 		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	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
 (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 		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:	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
		10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record	

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

Refer to the instructions for more information about acceptable receipts.

Form I-9 10/21/2019 Page 2