Student Summer Appointments

In the Good Ol' Summertime

It always happens when the days start to lengthen and the sun grows warmer (and then the fog rolls in). All thoughts turn towards...wondering about "that student summer thing". The question on all our minds: Is a student employee eligible to work during the summer?

The primary key to a student being eligible to work as a student assistant is whether the student is registered for a given quarter. (Remember that a student assistant appointment has only the title codes of 4919, 4920, 4921 and 4922. See the memo on “Student Employees”.) So by that logic a student can work in a student assistant appointment during the summer if she is registered for summer school. That was easy.

But what if she's not attending summer school? What if she just graduated? What if she's registered for the following fall quarter for the first time? Here's where you apply the "sandwich test". The student needs to be registered as a student for BOTH the previous spring quarter AND the following fall quarter in order to be eligible to work as a student assistant in the summer. OK, it's a metaphorical stretch, but it kind of IS like a sandwich with the spring and fall quarters as the bread and the summer as the filling. If either quarter is missing, then it's not a full sandwich and the employee cannot have a student assistant title during the summer.

But, you lament, she graduated and she's a prize employee and we REALLY need her for just a little while longer! What are the alternatives if she doesn't meet the criteria for student assistant? You could always set up a regular casual (as opposed to casual/restricted) appointment. Of course with a casual appointment you need to write up a job description and have it appropriately classified BEFORE you set up the appointment. And you'll also need to pay the employee within the correct salary range for that casual title. Just make sure that if you go this route to remember to code the appointment type as a "3" (Casual), not a "4" (Casual/Restricted), and change the student status code to "1" (Not Registered).

Coni Edick __________________________
Human Resources - Information Systems
University of California, Santa Barbara