Spring/Summer 2018, Student Employment Office Newsletter

In this issue...
Student Employee Evaluations ................................................................. 1
Using Paid Sick Leave .................................................................................. 1
May 20 Auto-Termination of Student Employment Assignments ..................... 2
  What you need to know: ............................................................................ 2
Minimum Wage Increase: July 1 .................................................................... 2
Summer Employment Maximum Hours ......................................................... 2
Students Eligible for Summer Employment ................................................. 2
Graduating International Student Employees .............................................. 3
Incoming 2018 Students and Student Employment ...................................... 3
Questions or suggestions? Contact Your Student Employment Team! ............. 3

Student Employee Evaluations
The performance evaluation process is an important part of any employment experience. More often than not, formal or even casual performance evaluations that are thoughtful and complete benefit the supervisor and the employee, facilitating greater investment in the work being performed and the results being sought.

The one-page Student Employment Performance Evaluation form is a helpful template for preparing and completing an evaluation/appraisal of your student employee. In the weeks ahead, please plan to meet with your employee(s), using this form or another format of your choosing, to review past performance and to set goals and strategies for the remainder of the semester and/or the year ahead.

Using Paid Sick Leave
Student employees accrue 1 hour of sick leave for every 30 hours worked, up to 72 hours. This benefit allows a student to avoid forgoing wages for scheduled hours that were not worked due to illness or injury or the necessity to care for a family member who is ill or injured. Accrued paid sick leave hours are not paid out upon separation and not paid out upon completion of the academic year.
May 20 Auto-Termination of Student Employment Assignments
As with last year, the end date for all student employment assignments will be May 20. The begin date for summer employment assignments, for students with a summer Work Clearance, will be May 21.

Further information from Student Employment about the May 20 termination date will be directed to student employee supervisors this week.

What you need to know:
- If your current, non-work-study student employee should remain on payroll (with no changes) after May 20, you may request to have the student’s assignment excluded from the May 20 auto termination. The Student Employment Office will provide a form and a deadline for requesting termination exclusions. If you do not receive access to the form by April 12, please write to stuemp@usfca.edu.
- Summer employees may continue on payroll into the Fall 2018 semester without interruption unless the student will not be enrolled in a degree program for the Fall 2018 semester.
- EPAFs for Fall 2018 student employees with an effective date of August 21 or later may be submitted in August, before August 21.

Minimum Wage Increase: July 1
Effective July 1, 2018 the San Francisco city minimum wage will increase $1.00, from $14/hour to $15/hour. Please take the new minimum wage into account when planning your student employment budgets for the year ahead.

Summer Employment Maximum Hours
Through the end of the Spring 2018 semester, eligible student employees are limited to 25 (US students)/20 (int’l students) hours per week. After May 18, your student employee may work up to 35 hours per week. This extension of hours applies through the summer period until August 20 for all summer student employees.

Students Eligible for Summer Employment
With the exception of graduating Spring 2018 international students, student employees who were cleared for employment during the spring via a Student Employment Work Clearance may be continuously employed through August 20, as follows:
- A domestic student employee who is graduating this spring may remain employed as a student employee until August 20.
- A continuing (not graduating), international student may be employed through August 20 if he/she is or will be registered for summer or Fall 2018 coursework.
A continuing, domestic student may not be employed during the summer if he/she was not attending at least half-time during the spring semester, unless the student is registered in summer coursework and has obtained a Work Clearance.

**Graduating International Student Employees**

USF students who have an F-1 or J-1 Student Visa have a 60-day grace period to stay in the United States after completing the program of study. This is a time to prepare for departure and enjoy a last few days touring the United States. Continued student employment is not permitted during this time.

The 60-day grace period begins on the program end date documented on the student's I-20. Student Employment tracks this date and contacts employers of graduating student employees in advance, with a notification to prepare to end employment. Notifications will be sent to employers of graduating international student employees this month.

**Incoming 2018 Students and Student Employment**

Incoming Fall 2018 students may request a Work Clearance for employment as early as August 6.

For University employment to begin prior to start of the fall term*, the new student must:

1. Be registered full-time for the Fall 2018 semester.
2. Be fully paid for the fall semester or successfully registered for a Fall 2018 payment plan.
3. Obtain a Student Employment Work Clearance from the Student Employment office. The Student Employment Office is responsible for determination of a student’s approval to begin employment with the University.

*With the exception of HESA interns, the earliest a new student may begin working is August 6. Employment cannot begin without a Work Clearance.

**Questions or suggestions? Contact Your Student Employment Team!**

Kathleen Antokhin, Assistant Director of Financial Aid/Student Employment
Kim Novak, Student Employment Coordinator
Student Assistants: Sabrina Suen, Kartik Mahida, Paul Izaguirre and Ivana Perez-Palomares

*The Student Employment Office is a sub-department of the Office of Financial Aid.*