

**California Department of Human Resources
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Student Assistants and Retired Annuitants	REFERENCE NUMBER: 2013-023
DATE ISSUED: 07/16/13	SUPERSEDES: 2012-034

This memorandum should be forwarded to:

**Personnel Officers
Personnel Transactions Supervisors**

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This PML supersedes PML 2012-034 regarding the use of Student Assistants and Retired Annuitants. As a reminder, all departments are required to comply with existing civil service laws and rules relating to the hiring and proper use of Student Assistants and Retired Annuitants. Departments are also reminded to review applicable bargaining unit agreements for additional information on Student Assistants and Retired Annuitants.

STUDENT ASSISTANT and GRADUATE STUDENT ASSISTANT

The classifications of Student Assistant and Graduate Student Assistant are service-wide classes. The purpose of the Student Assistant and Graduate Student Assistant classes are to:

1. Familiarize college students with career possibilities in State employment.
2. Gain student interest in State employment.
3. Perform specialized project work related to their field of study.

Employment in both classes is based on continued enrollment in a college curriculum and is restricted to students who are admitted for enrollment in a curriculum that will prepare them to attain the objectives of the departmental organization where they are/will be employed. The Student Assistant classification is designed for undergraduates performing preprofessional duties. The Graduate Student Assistant classification is restricted to students in a college or university curriculum leading to an advanced degree in a professional area and requires the performance of entry-level professional work. The work assigned to incumbents of both classes must be related directly to their college curriculum and academic goals.

Student Assistants' primary duties are not to be performing general technical or administrative duties. Instead, Student Assistants must be performing technical work that will provide them with job experience in tasks related to their field of study. Students with undeclared majors

should be assigned duties which are in accord with their scholastic interests. If departments are in need of clerical staff on a short-term basis, there are other classes they can use, such as the Seasonal Clerk, Youth Aid, or Office Assistant.

It should be further emphasized that the use of the Student Assistant and Graduate Student Assistant classes should not be used in place of permanent civil service positions.

Alternate Range Verification

The alternate salary ranges for the classes of Student Assistant and Graduate Student Assistant were established to provide recognition for academic progression and previous State service. Verification of college enrollment is required. Prior to hiring a Student Assistant or Graduate Student Assistant, departments should establish the practice of obtaining from the student a copy of their college/university transcript. This documentation should be kept up to date in the employee's personnel history file.

Tenure in the Classes

Both the Student Assistant and Graduate Student Assistant are nontesting classes. A nontesting class is a temporary appointment (TAU) class in which the appointment shall not exceed nine months in a 12-month period. Generally, the appointments last from four to nine months. Individuals in these classes receive no permanent status in State service.

Credit toward an advanced alternate range of a permanent civil service class can be obtained, however, provided that (1) experience received in the nontesting class is independent of meeting the minimum qualifications (no double counting of the experience, if applicable) and (2) the kind of work experience is directly related to the civil service jobs for which they are applying.

Employment in all cases for the Student Assistant and Graduate Student Assistant is on a less than full-time basis either as occasional employment or on a part-time basis during the school year. Individuals in these classes work on an actual hours worked basis to a maximum of 1500 hours. This will allow departments to work employees in these classes up to 1500 hours in a 12 consecutive month period regardless of the number of days they have worked (refer to State Personnel Board Memorandum dated March 7, 1994).

Non-Civil Service Students and Non-Paid Student Interns

Departments that employ students through University Enterprises, Inc. (UEI) or other contracts, and/or non-paid student interns are to adhere to the proper use of students explained above.

In addition, below is a sample list of temporary employment type classifications that may be used to assist a department with meeting their mission.

Non-Represented (Excluded) Student Classifications	
Classification	Class Code
Graduate Student Assistant	4872
Student Aid	9679
Student Assistant	4870
Youth Aid	9991

Represented Students/Residential Aides/Seasonal Clerks		
Classification	Class Code	CBID
Archeological Aid	1023	R01
Fish and Wildlife Scientific Aid	0835	R11
Fish and Wildlife Seasonal Aid	0790	R11
Scientific Aid	1931	R11
Seasonal Clerk	1120	R04
Student Assistant (Engineering Architectural Sciences)	4871	R11
Student Engineering Aid	3012	R11

RETIRED ANNUITANTS

Departments may utilize retired annuitants only when the duties to be performed have been deemed by the department to be critical to the department's core mission. Retired annuitants are to be temporary in nature. Examples of the proper use of a retired annuitant are: mentor new employees, transfer knowledge and provide expertise to other employees, complete a time limited project. Please refer to the existing PML 2013-001, Retired Annuitants Hiring Exception Procedure, for further information.

Departments are reminded to review class specifications and bargaining unit agreements for additional information. State department personnel office staff should direct questions to their department's Personnel Management Division analyst.

We hope that this information has resolved some questions regarding the appropriate usage of Student Assistants and Retired Annuitants.

/s/Pam Manwiller

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