CAL POLY POMONA INSTRUCTIONAL STUDENT ASSISTANT APPOINTMENT OFFER (ACADEMIC YEAR 2024-2025)

Student Affairs 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.calty-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 I-9 FULFILLMENT MAY BEGIN WORK ______ Bronco ID #: ______ REHIRE: ____ Student CPP Email: _____ Handshake #: _____ Department Name: ______ Department Position #: 0000_____ Position Title: ______ Primary Work Location: _____ Specific Job Duties: ______ Effective Date of Appointment: ______ thru _____ (or end of May pay period) Hourly Pay Rate: \$______ Hours Per Week: ______ (Not to Exceed 20 Hours) 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 enrolled/registered (fees paid) in the current semester as a new or continuing student. The applicant must also be in and maintain good academic standing with a minimum GPA of 2.0 (both Cal Poly Pomona and overall GPA). This offer is contingent upon verification of employment eligibility. *Using the Student Assistant Employment Academic 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 Extension Date Student: "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 Printed Name Date E-Signature **HEERA Manager:** "I authorize this appointment." **HEERA Managers Printed Name** E-Signature Date (Supervisor signature for off-campus employers) Student Affairs ONLY **HR Customer Service Center ONLY Payroll Services ONLY**

Revised 6/2024 Page 1

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

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

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

LIST A		LIST B	LIST C
Documents that Establish Both Identity and Employment Authorization	OR	Documents that Establish Identity ANI	Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		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, and or height and calls and address.	A Social Security Account Number card, unless the card includes one of the following restrictions:
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)			(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
Foreign passport that contains a temporary I-551 stamp or temporary		gender, height, eye color, and address 2. ID card issued by federal, state or local	
I-551 printed notation on a machine- readable immigrant visa	6)	government agencies or entities, provided it contains a photograph or information such as	
4. Employment Authorization Document that contains a photograph (Form I-766)		name, date of birth, gender, height, eye color, and address	
5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole:		3. School ID card with a photograph	
	-	4. Voter's registration card	
a. Foreign passport; and		5. U.S. Military card or draft record	
b. Form I-94 or Form I-94A that has the following:		6. Military dependent's ID card	
 (1) The same name as the passport; and (2) An endorsement of the individual's status or parole 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. 		7. U.S. Coast Guard Merchant Mariner Card	Native American tribal document
		8. Native American tribal document	5. U.S. Citizen ID Card (Form I-197)
		Driver's license issued by a Canadian government authority	6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		For persons under age 18 who are unable to present a document listed above:	7. Employment authorization document issued by the Department of Homeland Security For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central. The Form I-766, Employment Authorization Document, is a List A, Item Number 4. document, not a List C document.
		10. School record or report card	
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		11. Clinic, doctor, or hospital record	
		12. Day-care or nursery school record	
	1	Acceptable Receipts	
May be prese	entec	in lieu of a document listed above for a to	emporary period.
		For receipt validity dates, see the M-274.	
Receipt for a replacement of a lost, stolen, or damaged List A document.	OR	Receipt for a replacement of a lost, stolen, or damaged List B document.	Receipt for a replacement of a lost, stolen, or damaged List C document.
 Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. 			
Form I-94 with "RE" notation or refugee stamp issued to a refugee.			

^{*}Refer to the Employment Authorization Extensions page on <u>I-9 Central</u> for more information.