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

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: <a href="http://www.cpp.edu/~faculty-affairs/">http://www.calty-affairs/</a>. The union website and contact information for Local 4123 is <a href="http://www.uaw4123.org">http://www.uaw4123.org</a>. Information concerning the California Loyalty Oath can be found at <a href="http://www.calstate.edu/hr/employee-relations/">http://www.calstate.edu/hr/employee-relations/</a>.

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 (<a href="mailto:studenthires@cpp.edu">studenthires@cpp.edu</a>) for process completion of hire documents

NOTE: If student is a <a href="mailto:work Studenthires@cpp.edu">work Student</a>, 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

Student Name:			Bronco ID #:		REHIRE:		
Student CPP Email:							
			Department Position #: 0000				
Position Title:							
Specific Job Duties:							
Effective Date of Appo					of May pay period)		
Hourly Pay Rate: \$							
This appointment expires o provided. This appointment			າ an obligation for a subse	equent appointmer	nt. No other notice shall be		
student. The applicant m GPA). This offer is conting	ust also be in and me gent upon verification ant Employment Aca e, and at the beginnir	naintain good academic on of employment eligibi ademic Eligibility Report in ng of each subsequent se	standing with a minimu lity. In <u>Tableau</u> , employers hir mester that the student a	um GPA of 2.0 (bo	emester as a new or continuing oth Cal Poly Pomona and overal nust verify that the requirements		
Timekeeper/Coordinator	Printed Name	E-Signature		Extension	 Date		
Student:		indicates that I meet the erstand as an ISA, I will b			his appointment as described		
	Student Pri	inted Name	E-Signature		Date		
HEERA Manager:	"I authorize this appointment."						
	HEERA Managers Printed Name (Supervisor signature for off-campus employers)		E-Signature		 Date		
Student Affairs ONLY		HR Customer Service	e Center ONLY	Payroll Services ONLY			

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## 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  Documents that Establish Both Identity and Employment Authorization	OR	LIST B  Documents that Establish Identity AN	LIST C  Documents that Establish Employment Authorization	
<ol> <li>U.S. Passport or U.S. Passport Card</li> <li>Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>Employment Authorization Document that contains a photograph (Form I-766)</li> <li>For an individual temporarily authorized to work for a specific employer because of his or her status or parole:         <ol> <li>Form I-94 or Form I-94A that has the following:</li> <li>The same name as the passport; and</li> <li>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.</li> </ol> </li> <li>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</li> </ol>		<ol> <li>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</li> <li>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, gender, height, eye color, and address</li> <li>School ID card with a photograph</li> <li>Voter's registration card</li> <li>U.S. Military card or draft record</li> <li>Military dependent's ID card</li> <li>U.S. Coast Guard Merchant Mariner Card</li> <li>Native American tribal document</li> <li>Driver's license issued by a Canadian government authority</li> <li>For persons under age 18 who are unable to present a document listed above:</li> <li>School record or report card</li> <li>Clinic, doctor, or hospital record</li> <li>Day-care or nursery school record</li> </ol>	<ol> <li>A Social Security Account Number card, unless the card includes one of the following restrictions:         <ul> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ul> </li> <li>Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>Native American tribal document</li> <li>U.S. Citizen ID Card (Form I-197)</li> <li>Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>Employment authorization document issued by the Department of Homeland Security</li> <li>For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central.</li> <li>The Form I-766, Employment</li> </ol>	
admission under the Compact of Free Association Between the United States and the FSM or RMI		Acceptable Receipts	document.	
May he prese	nter	d in lieu of a document listed above for a t	emporary period	
iviay be prese		For receipt validity dates, see the M-274.	етірогату репоц.	
Receipt for a replacement of a lost, stolen, or damaged List A document.  Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.	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 with "RE" notation or refugee stamp issued to a refugee.				

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