

**UNIVERSITY STUDENT UNION, INC.
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**

HUMAN RESOURCES POLICY

SUBJECT: Employment Eligibility

REFERENCES: California Employment Law

POLICY: All individuals hired by the University Student Union (USU) must present themselves to the University Student Union on or before the first day of work to establish their legal eligibility to work in the United States. Employees must present approved documentation to prove identity and eligibility to work within three (3) working days. Employees who do not present such documentation within the required time period will be terminated.

USU employees who voluntarily resign their positions in good standing are eligible for re-employment. Former employees seeking re-employment will not be given preferential treatment and are required to follow normal application and hiring procedures as set forth by the USU.

Only those individuals who present proof of current enrollment at California State University, Northridge are eligible for employment in positions reserved for students (Student Assistant Employee Classifications).

The USU requires all individuals employed in student assistant classifications to maintain a minimum 2.0 cumulative grade point average (GPA). Should a student employee's cumulative or CSUN GPA fall below 2.0, thereby qualifying the student for academic probation, the USU requires that in each subsequent semester in which the student is employed the student demonstrate improved academic performance and obtain **at least** a 2.0 GPA in each semester until a 2.0 cumulative and CSUN GPA is achieved. A student's failure to demonstrate continual and sustained academic improvement will result in termination of employment. Exceptions may be granted by the USU Executive Director/designee.

As a condition of student assistant employment and to assist employees in achieving their academic goals, the USU Executive Director/designee will conduct a bi-annual check of all student assistant employees' grades.

Individuals employed in student assistant classifications at the time of graduation are eligible to continue their employment until the start of the next semester with approval from the Executive Director/designee.

Recommended by the Personnel Committee on May 1, 2008.

Approved by the USU Board of Directors on May 5, 2008.

PROCEDURE: Individuals will not be allowed to work without presenting proof of eligibility to Human Resources as outlined in the above policy. Offers of employment for individuals who fail to show or provide proof of eligibility on the day of hire will be rescinded unless the individual is able to provide proof of eligibility within three (3) working days.