

# Classification and Qualification STANDARDS

---

## Student Trainee LAEP

Classification Title	Class Code	Date Established
<i>Student Trainee LAEP On-Campus</i>	1880	07-01-2022
<i>Student Trainee LAEP Off-Campus</i>	1881	07-01-2022
<i>Bridge Student Trainee LAEP On-Campus</i>	1882	07-01-2022
<i>Bridge Student Trainee LAEP Off-Campus</i>	1883	07-01-2022

*Retitled 01-01-2024*

### OVERVIEW:

Under immediate supervision and in accordance with the provisions of the California Student Aid Commission Learning-Aligned Employment Program (LAEP), CSU students in this classification engage in part-time work (or full-time work during “non-class” periods).

**On-Campus** – Works in a research-based assignment on a CSU campus that relates to the student’s area of study, career objective, or the exploration of career objectives. The research is directed and supervised by a faculty, staff, or other mentor who will determine the research requirements.

**Off-Campus** – Works in a job assignment off campus for a CSU auxiliary, public agency, private non-profit, or for-profit organization which is participating in the LAEP under an agreement with a campus in the CSU system. Incumbents may be assigned work by the participating agency or organization that relates to the student’s area of study, career objective, or the exploration of career objectives.

LAEP student trainees may work up to, but not more than, 20 hours per week during academic periods and up to 40 hours per week during academic break periods.

The LAEP Student Trainee classifications are distinguished from the Student Trainee, On-Campus Work Study (1871 and 1875) and the Student Trainee, Off-Campus Work Study (1872 and 1876) classifications in that those Student Trainee positions must meet eligibility requirements of the Federal Work-Study Program as determined by the campus’ Financial Aid Office.

### MINIMUM QUALIFICATIONS:

- ◆ Admission or registration as a student of the CSU on at least a half-time basis.
- ◆ California resident classification.
- ◆ Student must be an undergraduate or Teaching Credential student.
- ◆ Must meet the eligibility requirements of the LAEP as determined by the campus’ Financial Aid Office.
- ◆ Must have the necessary knowledge and abilities required by the campus to adequately perform the duties of the assignment.

---

***Student Trainee LAEP On-Campus and Off-Campus*** – Employees in these classifications work up to, but do not exceed, 20 hours per week during the academic period.

***Bridge Student Trainee LAEP On-Campus and Off-Campus*** – The Bridge classifications are available for continuing student employment during academic breaks. As a Bridge Student Trainee, the student need not be registered as a student, but must have been enrolled as a CSU student the previous term and is registered for the following term. Incumbents work up to 40 hours per week during break periods in an on-campus or off-campus assignment as outlined above.

This classification accommodates CSU student employment that does not qualify for the student FICA exemption. Incumbents in this classification are required to participate in Medicare and a mandatory retirement plan (DPA PST) in lieu of Social Security.