



STUDENT, PART-TIME, PART-TIME VARIABLE, SEASONAL EMPLOYEE FREQUENTLY ASKED QUESTIONS (FAQs)

April 29, 2020

The safety and health of all Associated Student Inc (ASI) employees is of utmost importance to us. ASI has been diligently working in response to this unprecedented state and national emergency.

The Coronavirus Aid, Relief and Economic Security Act (CARES) Act, signed into law March 27, 2020 provides 501(c)(3) non-profits with fewer than 500 employees such as ASI and its employees, with some economic assistance. ASI has been fortunate to receive some CARES Act stimulus funding.

Hence, Student, Part-Time, Part-Time Variable and Seasonal employees who were no longer scheduled to work beyond May 16, 2020 will be scheduled for 20 hours/week effective May 17, 2020 through June 30, 2020. If you have questions, please contact your department directors or associate directors.

Any Student, Part-Time, Part-Time Variable and Seasonal employees that were hired after April 27, 2020 will be scheduled to work for 20 hours/week through June 30, 2020.

Below are FAQs.

1. Am I eligible to file for unemployment benefits?

Answer: Students, Part-Time, Part-Time Variable and seasonal employees will continue to receive pay for 20 hours/week through June 30, 2020. EDD will require ASI to report these wages whenever unemployment insurance claim is filed.

Student, Part-Time, Part-Time Variable and Seasonal employees who are no longer paid are eligible to apply for unemployment benefits through the California Employment Development Department. For detailed information, please visit

https://www.edd.ca.gov/about_edd/coronavirus-2019.htm.

2. If I file for unemployment benefits, what business address should I use in the claim?

Answer: Please use Associated Student Inc. Sacramento State, 6000 J Street, Sacramento, CA 95819-6011.

3. I am paid through Federal Work Study. Will I continue to get paid through June 30, 2020?

Answer: You will be paid for 20 hours/week when you come off FWS.

4. Can I get another job while being paid by ASI?

Answer: ASI employees are not required to get permission to obtain work outside of ASI. The expectation is that employees meet the required performance standards while employed by ASI.

ASI policies ensure that employees employed by ASI follow Policy 007 on Employment Classifications specific to the number of hours employees may work; and Policy 071 on Conducting Personal Business specific to conducting work for another employer during their scheduled work hours. See [link](#) to Employee Handbook.



5. How can ASI verify my employment?

Answer: If you are applying for a mortgage or a rental property, please have the request for verification sent to Leticia Campos at lc2268@csus.edu

If the lender has an electronic verification site, please include this on the email to Leticia.

Please visit ASI's website for operational updates in response to COVID-19 at <https://asi.csus.edu/article/asi-operational-updates-response-covid-19> . ASI Human Resources is monitoring federal and state resources available to employees and will provide updates as necessary. ASI regrets the mitigation efforts affecting our campus and your employment.

On behalf of ASI, thank you for your patience and understanding during this difficult time.