

Process & Responsibility

San Jose State University (SJSU) understands that Personal Care Attendants (PCAs) may be necessary to address the personal needs of a student with a disability in order for that student to fully participate in the classrooms, programs, housing, and student life. PCA's are strictly for student's personal needs and serve no role in the academic support.

SJSU does not provide PCA services and is not responsible for the coordination of (hiring, training, and supervising), financial responsibility, or legal liability resulting from a student's use of a PCA.

[PCA Request Form](#)

Student Responsibility

- NEW Students to SJSU: Complete AEC's registration at least one month before the school semester begins.
- Complete a for each required PCA. Returning students must submit requests each summer, no later than July 15th.
- Provide AEC work schedule for PCA.
- Secure, hire, manage, pay, and terminate (if necessary) the PCA.
- Ensure the PCA abides by SJSU Code of Conduct, Housing Contract Terms and Conditions, and Dining Services Terms; as well as all other SJSU policies, regulations, rules, and procedures.
- Ensure any personnel changes or changes to work schedule are notified to AEC within 72 hours of change; new hires/replacement PCA, AEC must be notified at least one month in advance. Failure to do so will prevent PCA to start working on expected date.
- Ensure PCA is qualified to provide required care and understands the terms of their employment, including care to be provided.
- Direct all activities of the PCA while on duty.
- Develop an alternative plan of action should the regularly assigned PCA not be available to work.
- Unless otherwise approve by AEC, only one PCA will be on duty at a time.

PCA's Responsibility

PCAs are required to sign a Personal Care Agreement indicating an understanding of expectations, which include, but are not limited to:

- Agreement to abide by SJSU Code of Conduct, Housing Contract Terms and Conditions, and Dining Services Terms; as well as all other SJSU policies, regulations, rules, and procedures.
- Meeting any SJSU criteria for safety or health related requirements, such as a background check, personal protective equipment, etc.
- Complete steps required by [Person of Interest](#) process, including successful completion of background check prior to reporting to work at SJSU.
- Have a valid ID while on campus.

AEC Responsibility

AEC will initiate the [Person of Interest](#) process with University Personnel. Once PCA(s) clear the background check and complete the Personal Care Agreement, AEC will make arrangements for required key access and provide notification to the appropriate staff/faculty. AEC will share PCA work schedule with UHS and Dining Services.

PCA in Housing

All enrolled students living on campus are responsible for paying housing costs. Although it is discouraged, if a student requiring PCA services chooses to hire another enrolled student as their personal attendant, that employment relationship does not impact either student's financial responsibilities related to Housing, required meal plans, and/or parking and the Student Code of Conduct and all other SJSU policies apply to both as individual students.

Non SJSU affiliate PCA:

- Live-in: Student will be financially responsible for all fees associated with PCA, including but not limited to: assigned housing placement (second bed), meal plan, and parking (if assigned).
- Non live-in: Student will be financially responsible for parking fees and meal plan if requested. AEC/UHS will provide authorized PCA campus access as needed.

Enrolled SJSU PCA: PCA will live in Housing in their role/employment as an PCA, not as a SJSU student.

- Live-in: Student will be financially responsible for housing fees associated with PCA. Meal plans and parking (if assigned) are to be arranged between student and PCA; confirmation must be provided to AEC/Housing.
 - If employment ends prior to end of contract, PCA is required to vacate housing.

- If PCA is interested in housing after conclusion/termination of employment, PCA must follow UHS application process and meet required deadlines.
- Non live-in:
 - UHS Resident: PCA will be financially responsible for all fees associated with living on campus: Housing assignment, meal plan, and parking (if assigned). AEC/UHS will provide authorized PCA campus access as needed.
 - Non-UHS Resident: Student will be financially responsible for parking fees and meal plan if requested. AEC/UHS will provide authorized PCA campus access as needed.