

# Student Workers

## Human Resources Guidelines

*Revised August 13, 2023*

Education Code 88076 specifically exempts student employees from being part of the classified service as long as they are employed within one of the following definitions:

1. Full-time students employed part-time; or
2. Part-time students employed part-time in any District work-study (DWS) program or in a work experience education program conducted by a community college which is financed by state or federal funds.

Education Code 88076 also states, "Full-time or part-time students in any college work-study program, or in a work experience education program shall not result in the displacement of classified personnel or impair existing contracts for services."

### A. Enrollment Requirements

- During the fall and spring semesters, students **must** be enrolled in six (6) units or more, in order to be employed through the District.
- If a student is enrolled in less than six (6) units, they **must** be part of a college work-study program or a work experience education program which is financed by state or federal funds. The required number of units will depend upon the program.
- Federal Work-Study eligibility will be determined by the Financial Aid office and is subject to verification by Human Resources.
- If a student is being hired who attends another college, outside of SCCCD, and is being paid out of District funds, they **must** be enrolled in at least six (6) verifiable semester units at their respective college.
- High school students are allowed to work in the summer if they were enrolled as a full-time high school student in the prior school year, and if under the age of 18, they **must** have a valid work permit. A work permit is **not** required if the student is at least 16 years of age and is a high school graduate or has been awarded a certificate of proficiency.

### *Summer break:*

**Students attending summer school/session** must maintain enrollment in three (3) or more units during the summer session.

**Students not enrolled in any classes during the summer school/session** must have been enrolled in at least six (6) units the prior semester (spring semester).

### *Winter break:*

**Students not enrolled in any classes during the winter break** must have been enrolled in six (6) units the prior semester (fall semester).

### B. Maximum number of hours

- Per AR 7270, students cannot **work more than 19 hours per week** during the fall and spring semesters. If allowed by their college, students may work up to 40 hours per week during SCCCD's spring, summer and winter breaks, but **no overtime**. Students cannot work more than 975 hours total in any fiscal year.

- Students in the CalWORKs program cannot work more than 20 hours per week during the fall and spring semesters. If allowed by their college, CalWORKs students may work up to 40 hours per week during SCCCD's spring, summer and winter breaks, but **no overtime**. CalWORKs students cannot work more than 975 hours total in any fiscal year.

### C. Student Worker Classifications

SCCCD has four Student Worker classifications for on-campus work. They range from Student Aide I through Student Aide IV. There are also four restricted Student Worker classifications of Committee Student Aide, ASL Interpreter NIC Preparatory Student Aide, LAEP Student Aide I, and LAEP Student Aide II. All classifications are available on the District Intranet page (Student Workers section) located at: [Human Resources - Student Workers](#). Below are illustrative descriptions of each classification:

- The **Student Aide I** classification is an entry level classification and does not require any previous experience. This is an entry level position that differs from higher levels in the series by the responsibility for and limited variety of activities, the work being more closely supervised and routine in nature.
- The **Student Aide II** classification is the second level, and some work experience is desirable as well as the basic skill to operate a variety of equipment. This classification differs from the entry level classification in scope and responsibility and differs from higher levels in the series. Positions within this classification perform duties which differ in frequency and scope, and include less routine, repetitive tasks in office, food service, grounds, custodial, maintenance, special events, and campus support and services.
- The **Student Aide III** Classification requires more specific knowledge and abilities than the previous two classifications. This classification differs from the lower-level classifications by the scope and responsibilities for and variety of tasks.
- The **Student Aide IV** Classification requires highly technical skills with responsible experience repairing computer equipment, HVAC, electrical circuitry and/or experience in application of chemicals or operating equipment. Completion of **twelve college units** or enrollment in or completion of certificate program in computer and electronics repair, mechanical technician, HVAC certification, electronic circuitry, or agronomy.
- The **Committee Student Aide** classification requires increasingly responsible work experience and specific knowledge to handle the more complex work of District committees. Students in this level will participate in committees to assist with integrated planning, implementation and evaluation of the District and College's strategic planning. Students in this level participate in the development of recommendations to the Chancellor on issues that have or will have a significant effect on students.
- The **ASL Interpreter NIC Preparatory Student Aide** classification requires prior completion of a bachelor's degree and increasingly responsible work experience and significant knowledge to handle the more complex work of ASL interpreting to gain experience in the field and perfect the skills needed to prepare them for the National Interpreter Certification ("NIC") exam. Students in this level will be enrolled in two classes each semester, be mentored by an ASL Instructor or certified ASL Interpreter, and work 10 hours/week:
  - **Duties as Student Aide Fall (10 hours/week):**
    - Weeks 1-5: Active observation of interpreting on campus, which include note taking and weekly or biweekly meetings with mentor debriefing what was observed.
    - Weeks 6-10: Authentic interpreting experience, teaming with current interpreters in appropriate assignments. Active observation will continue on in other situations, for example, division meetings or department meetings. Meetings in small groups or one-on-one will continue with mentor.
    - Weeks 11-15: Continue with week's 6-10 activities, added research on designated interpreters and interpreting for Deaf professionals in academia.
  - **Duties as Student Aide Spring (10 hours/week):**
    - Same format as Fall, with the addition of more focus on National Interpreter Certification prep.
- **The LAEP (Learning-Aligned Employment Program) Student Aide I** classification is the entry level classification in this program. Positions in this classification collaborate with staff to actively participate in research projects, assist in data collection, analysis, and interpretation under the guidance of faculty and staff,

contribute to the preparation of research reports and presentations, and maintain accurate records of research activities, observations, and experimental data. Prior completion of or current enrollment in **twelve college units or 6 months** of previous experience in a STEM field.

- **The LAEP (Learning-Aligned Employment Program) Student Aide II** classification is the second level and requires prior completion of one semester as a LAEP Student Aide I and current enrollment in at least six college units. This classification differs from the entry level classification in scope and responsibility. Positions in this classification collaborate with staff to actively participate in research projects, assist in data collection, analysis, and interpretation under the guidance of faculty and staff, contribute to the preparation of research reports and presentations, and maintain accurate records of research activities, observations, and experimental data.

#### **D. Student Worker Required Paperwork**

Student worker PAC forms and paperwork must be reviewed/processed by the appropriate authorized party at each college prior to being sent to HR:

- FCC - Administrative Services Office
- RC - Business Office
- MCC and MCC at Oakhurst - Business Office
- CCC – Business Office, submitted through CCC PACs email
- District Offices – Human Resources
- District Operations– Transportation Coordinator or Executive Assistant to the Vice Chancellor (Confidential)
- Police Department – Police Communications and Records Coordinator

*Each college may have other requirements, please check with the appropriate campus contact for more information.*

#### ***New Hire Paperwork:***

For all student workers **except those hired through the Upward Bound Summer Program, or the FCC Foster Youth Mentoring Project**, the following paperwork **must** be completed and turned in to Human Resources, in the order listed (Most forms are available on the District Intranet page (Student Workers section) located at: [Human Resources - Student Workers](#)). As we move to an electronic Onboarding process at each college the forms will be available and submitted through NEOGOV.

1. PAC Form - completed and signed by appropriate person(s)
2. I-9 and original copies of the supporting documentation
3. W-4 federal tax form
4. DE-4 state tax form
5. Employee Direct Deposit form (optional)
6. TB Clearance, dated within the last 60 days prior to the hire date
7. Personal Data Information Sheet
8. Criminal Conviction Disclosure Form or SCCCDC Employment Application
9. Oath or Affirmation of Allegiance
10. If under the age of 18, they **must** have a valid Work Permit. A Work Permit is **not** required if the student is at least 16 years of age and is a high school graduate or has been awarded a certificate of proficiency.
  - a. If a minor and high school graduate, must submit proof of graduation from high school **and**
  - b. Submit the work permit application (CDE Form B1-1) with the Minor's Information section completed and signed
11. Time of Hire Pamphlet and Pre-designation of Personal Physician Forms **acknowledgement form**. *HR only requires the acknowledgment form. The pre-designation form is optional.*
12. College Work Study Placement Authorization form (only for College Work Study Placements).
13. PARS Beneficiary form, **if the student is enrolled in less than 6 units.**
14. Proof of the number of units they are enrolled in during the semester. Unofficial transcript or class schedule must show the following:
  - a. Student's name
  - b. School's name
  - c. Semester

- d. Number of units enrolled for semester
- 15. Computer Use Policy
- 16. Notice of Exclusion from CalPERS Membership
- 17. Mandatory Reporter Responsibilities Acknowledgement

Additional documents:

- 1. For ASL Interpreter NIC Preparatory Student Aide positions, official transcripts verifying completion of the bachelor's degree is required.
- 2. For LAEP Student Aide I positions where prior experience is used to satisfy requirements, a verification of employment form is required.

***Documents that must be provided to New Hire Students***

- 1. TB Test Memo
- 2. Live Scan Fingerprint Procedure – Only for Police Department, District Operations, Ram Camp students, students not supervised by an SCCC employee, students required to fingerprint by their hiring department, and students who answer “Yes” to the conviction question on Criminal Conviction Disclosure form or SCCC Employment Application.
- 3. Time of Hire Pamphlet
- 4. Athens MPN Notification
- 5. Company Nurse Memo from Benefits Office
- 6. Affordable Care Act (ACA) letter and information
- 7. Mandatory Reporter Responsibilities
- 8. 403(b) brochure
- 9. FMLA Notice
- 10. CFRA Notice
- 11. EDD Notice (de35)
- 12. Sexual Harassment Brochure
- 13. Paid Sick Leave Notice
- 14. AB 2337 Victims of Domestic Violence Leave Notice

**Upward Bound Summer Program, and the FCC Foster Youth Mentoring Project Required Paperwork**

- Below are the rules for students who participate in the federal **Upward Bound Summer Program, or the FCC Foster Youth Mentoring Project**. These students are not working for income; therefore, they are considered **Volunteers**. However, at times they are paid a stipend for services performed by the student participants.
- For those students **receiving stipends through the Upward Bound Summer Program, or the FCC Foster Youth Mentoring Project**, the following paperwork **must** be completed and turned in to Human Resources, in the order listed:

- \*PAC form - **The PAC form must state:**

For Upward Bound Program:

- "Volunteer in summer Upward Bound Program, to be paid \$ \_\_\_ per month for June, July and August" (if those are the correct months); and
- "Must be added to District's workers comp insurance for this period of time."

For FCC Foster Youth Mentoring Project:

- "Volunteer in Foster Youth Mentoring Project, to be paid \$ \_\_\_\_, a one-time stipend."
- "Must be added to the District's Workers' Comp insurance for this period of time."

- \*Copy of Social Security Card (copy must be made from the verified original documents)
- \*Completed Oath of Allegiance
- \*Federal W-4 and/or State DE 4
- \*Personal Data Information Sheet
- \*Completed Volunteer form with the student's signature and manager's signature
- \*If under the age of 16, they **must** have a valid Work Permit. Expired work permits are not acceptable. Students will not be able to continue volunteering until a new work permit is received.
- \*If between the ages of 16 and 18 a valid Work Permit is **not** required if the student is at least 16 and is a

high school graduate or has been awarded a certificate of proficiency. However, the student must submit:

- Proof of graduation from high school (i.e. copy of diploma), **and**
- The work permit application (CDE Form B1-1) with the Minor's Information section completed and signed
- Stipend Request Form
- Sexual Harassment brochure (given to the student)
- 403(b) brochure (given to the student)
- FMLA notice (given to the student)
- CFRA notice (given to the student)
- EDD Notice (de35) (given to the student)
- Paid sick leave notice
- Computer use policy
- \*Mandatory Reporter Training Acknowledgement Form
- AB 2337 Victims of Domestic Violence Leave Notice
- \*Notice of Exclusion from CalPERS Membership

**The documents noted immediately above which have been asterisked (\*) must be attached to the PAC form when it is sent to the Human Resources Office. Failure to attach all documents may cause a delay in processing the stipend.**

- I-9 and TB clearance are **not required** by District Human Resources for Upward Bound Summer Program and the FCC Foster Youth Mentoring Project:

#### **Re-Hire Required Paperwork**

To verify what paperwork is needed or missing, please contact the Human Resources office. The Human Resources office will check the personnel file and determine what needs to be completed and turned in along with the Re-Hire PAC form.

#### **Promotion/Resignation/Termination/Change of Status/Add Budget Number/Reclassification/Change Budget Numbers/Others:**

Please complete the PAC form and have it signed by the appropriate person(s). Attach appropriate documentation, if necessary. Promotions to Student Aide IV must be submitted with a promotion justification. New hire Student Aides who are being hired at the III or IV level must come with a justification. Note: All PACs must come with unofficial transcript/class schedule. To view student PAC samples please visit: [Human Resources - Student Workers..](#)

#### **Address Change**

Address changes should be completed online by the student through the Student's Self-Service portal

#### **Name Change Paperwork:**

For all student workers, please complete the PAC form. A copy of the new social security card must be attached. The PAC should be signed by the authorized college designee. To view name change PAC sample please visit: [Human Resources - Student Workers.](#)

#### **Temporary I-9 Work Authorizations:**

If upon hire a student presents a temporary work authorization the hiring department or designee will need to re-verify renewed work authorization documents in order for the student to continue working past the listed expiration date. The original I-9 will need to be updated and copies of the new documents will need to be sent to the Human Resources office.

#### **E. Important Information regarding Student PACS**

- A Personnel Requisition is **not** required by District Human Resources to employ **any** student worker; however, each college may have an internal procedure.
- A PAC form must be completed in order for the student to be paid.

- **Each individual college may have other requirements, please check with the appropriate campus business office for more information.**

## **F. Fingerprinting**

The following student workers are required to be fingerprinted prior to hire date:

- Student employees employed at the District Police department or District Operations.
- Student employees who during their daily course of employment are not supervised by a SCCCDCD employee.
- Ram Camp student workers.
- Student employees who answer yes to the conviction question on the Criminal Conviction Disclosure Form or the SCCCDCD Employment Application.
- Student employees who work in designated positions that are required to be fingerprinted by their hiring department.

If you have a student worker who needs to be fingerprinted, please print the **Student Worker/Volunteer Live Scan Fingerprint Request Memo/Form, which can be found on the District Human Resources SharePoint site at [https://myscccd.sharepoint.com/sites/DO\\_HumanResources](https://myscccd.sharepoint.com/sites/DO_HumanResources)**

**Prior to sending a student over for fingerprinting, please ensure that the authorized college/department designee has signed the Live Scan Request form where indicated (bottom of the form, second page, titled “Division Office/Hiring Department Authorization”). Without the authorized signature, we will not be able to fingerprint the individual.**

Student workers paid by SCCCDCD are not subject to the \$20.00 rolling fee.

## **G. Workers’ Compensation Coverage**

When the District sends its students to work in the community, it provides proof, when requested, that the student is covered by the District’s workers’ compensation insurance.

When students from another school/college are placed to work at a SCCCDCD site, that school/college must provide proof if its students are covered by their workers’ compensation insurance.

## **H. Deadlines**

Please review the Supplemental (M2) Payroll Submission Dates to determine the deadline each month (Available on the District Payroll SharePoint page under [Payroll Resources](#)). PAC forms received later than the deadline may not be processed until the following payroll cycle.

## **I. Pay Information**

All student workers can expect to be paid on the next supplemental payroll as long as the PAC form and tax withholding information reaches the Human Resources Office by the Human Resources deadline ***PAC forms received later than the Human Resources deadline may not be processed until the following payroll cycle.***

Students may work in two different student employment positions simultaneously, if allowed by the college. The positions may be at different work locations if allowed by both colleges and may be for different pay rates dependent on the level of difficulty of the assignment. However, the student cannot work over 19 hours per week during regular school sessions or 40 hours a week during school breaks (each college may have their own policies regarding hours worked during school breaks) and **no overtime** is allowed.

## **J. Breaks/Lunches**

Student workers are required to take at least a 30-minute, uninterrupted lunch break if they work more than 6 hours in a day. If they work less than 6 hours, they are not required to take lunch, but it is encouraged that supervisors provide them a meal break. Student workers working less than 6 hours are entitled to one, paid 15-

minute break in the middle of their first 4 hours. If working more than 6 hours, student workers are entitled to a second, paid 15-minute break in the middle of their last 4 hours.