# Student Workers

# Human Resources Guidelines

*Revised January 01, 2025*

**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. 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; specific requirements and responsibilities may vary depending on the area of assignment.

### Student Aide I
- **Classification:** Entry Level
- **Requirements:**
  - No previous experience required
- **Responsibilities:**
  - Limited variety of activities
  - Work is closely supervised
  - Routine in nature

### Student Aide II
- **Classification:** Second Level
- **Requirements:**
  - Some work experience is desirable as well as basic skill to operate a variety of equipment
- **Responsibilities:**
  - Broader scope and responsibility than entry level
  - Performs less routine, repetitive tasks in office, food service, grounds, custodial, maintenance, special events, and campus support and services

### Student Aide III
- **Classification:** Third Level
- **General Requirements:**
  - More specific knowledge and abilities than the previous two classifications
- **General Responsibilities:**
  - Broader scope and variety of tasks than lower levels

### Additional Requirements for Tutors and Laboratory Assistants
- **Experienced Tutor Requirements for Student Aide III (must meet a minimum of three (3) of the following):**
  - Has been employed by the tutorial center for at least one (1) semester
  - Has completed a minimum of 36 hours of site-specific tutor training
  - Can tutor multiple subjects
  - Cleared for promotion based on evaluations by center coordinators
  - Exhibits effective leadership in the center

- **Experienced Student Laboratory Assistant requirements for Student Aide III (must meet a minimum of one (1) of the following):**
  - Has been employed in a laboratory prep setting for a minimum of one (1) semester
  - Has completed a minimum of 50 laboratory hours experience (coursework laboratory hours may count towards this minimum)

**Student Aide IV**

- **Classification:** Highest Level in the Series
- **General Requirements:**
    - Prior completion of 24 college units
    - Increasingly responsible work experience obtained to handle more complex work environments and to take on tasks with a higher degree of responsibility
    - Completed specific training within the department, demonstrating understanding of processes, procedures and responsibilities
- **General Responsibilities:**
    - Act as a peer mentor or lead
    - Provide training for entry level and second level student aides
    - Serve as a central point of communication with other student aides in the area/department

**Additional Requirements for Tutors, Laboratory Assistants, Positions in Technology Departments, and Maintenance/Operations**

- **Experienced Tutor Requirements for Student Aide IV (must meet a minimum of three (3) of the following):**
    - Has been employed by the tutorial center for at least two (2) semesters
    - Has completed a minimum of 50 hours of site-specific tutor training
    - Can tutor multiple subjects
    - Cleared for promotion based on evaluations by center coordinators
    - Exhibits effective leadership in the center
    - Demonstrates proficiency with technology tools used in the center
    - May possess advanced degrees or equivalent professional development in an academic field related to the role

- **Experienced Student Laboratory Assistant requirements for Student Aide IV (must meet a minimum of one (1) of the following):**
    - Has been employed in a laboratory prep setting for a minimum of two (2) semesters
    - Has completed a minimum of 100 laboratory hours experience (coursework laboratory hours may count towards this minimum)
    - Leads trainings for other Student Laboratory Assistants

- **Student Aide IV in Technology Departments (must meet a minimum of one (1) of the following):**
    - Has been employed in a Technology department for at least one semester
    - Has experience providing direct technical assistance to end users or in assisting with network/telecommunications projects
    - Successfully completed 12 units in computer science or computer information systems or related coursework

- **Student Aide IV in specialized positions in Maintenance/Operations (must meet a minimum of one (1) of the following):**
    - Has been employed in department for a minimum of one (1) semester
    - Previous experience performing work that requires highly technical skills completing facilities repairs and/or experience in the application of chemicals
    - Enrollment in or completion of a certificate in a building trades program
    - Experience with hazardous materials management
    - Previous experience with the use of specialized equipment and instrumentation
    - Experience with AutoCAD

**Committee Student Aide**
- **Requirements:**
    - Increasingly responsible work experience
    - Knowledge of District recruitment processes and/or governance processes
    - A student who is a seated member appointed by their College's ASG on a District or College participatory governance committee listed on the SCCCD Personnel System Student Aide list of committees OR who is appointed to serve on a District of College search committee by their College's ASG
- **Responsibilities:**
    - Handle complex work of District governance or search committees
    - Serve on District or College governance or search committee(s)
    - Regularly attend and report to their respective committee(s) and stay well informed on topics that fall under their committee's purview
    - Assist with integrated planning, implementation, and evaluation of strategic planning
    - Develop recommendations that reflect the will of the students to the respective governance committee(s) on significant student issues

**ASL Interpreter NIC Preparatory Student Aide**
- **Requirements:**
    - Increasingly responsible work experience
- **Responsibilities:**
    - Gain experience and perfect skills for National Interpreter Certification (NIC) exam
    - Enrolled in two classes each semester
    - Mentored by an ASL Instructor or certified ASL Interpreter
    - 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.

**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 SCCCD 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.

### *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 SCCCD employee, students required to fingerprint by their hiring department, and students who answer "Yes" to the conviction question on Criminal Conviction Disclosure form or SCCCD 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 SCCCD employee.
- Ram Camp student workers.
- Student employees who answer yes to the conviction question on the Criminal Conviction Disclosure Form or the SCCCD 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://mysccccd.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 SCCCD 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 SCCCD site, that school/college must provide proof 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.