

STUDENT WORKERS

The District employs student workers as part of the financial aid program and/or to provide work experience for actively enrolled students. Student workers are a valuable resource for the District in meeting its educational mission of providing outstanding learning opportunities for all students.

1. Students may be employed using either Federal Work-Study Program funds or site departmental funds.
 - a. Federal Work-Study Funded: Federal Work-Study is one of the federal financial aid programs available through the Financial Aid Offices. In order to qualify for this program, a student will need to apply for financial aid and be determined as eligible. The amount earned cannot exceed the student's total Federal Work Study Program award. If a Federal Work-Study funded position exceeds the dollar amount set by the program award, the salary overage will need to be funded by the employing department.
 - b. Site-Department Funded: Departments may set aside funds to fill the needs for student employees not satisfied through the Federal Work-Study Program. For site department funded positions, it is not necessary for the student to submit a financial aid application. Students are interviewed and hired directly by a department supervisor.
2. No student worker shall be initially employed by the District in a Food Service or Early Childhood Education position unless the student worker has submitted to a tuberculosis risk assessment and, if risk factors are present, been examined within the past 60 days to determine that he or she is free of active tuberculosis (TB), by a physician licensed under the California Business and Professions Code. New student workers are responsible for arranging for a TB test or assessment at their own expense. The TB test should be done before the student worker begins work.

A student worker who transfers from another school or community college District shall be deemed to meet the requirements of this procedure if the person can produce a certificate that shows that he or she was examined within the past four years and was found to be free of communicable tuberculosis.
3. Students must be enrolled in at least six (6) units during the fall and spring-semester and in at least three (3) units during the summer semester to be employed as a student worker. It is not the purpose of student employment to provide an ongoing and permanent position or to replace regular classified positions with part-time student workers. An individual is determined to be a student if education, not employment, is the predominant aspect of the individual's relationship with the District.
4. The number of hours of employment the student is allowed to work shall be determined by the employing site by taking into consideration the extent of the student's financial need and the potential harm of the combination of work and study hours on a student's satisfactory academic progress.

Prior to the student starting work, the hiring manager must verify student enrollment (e.g. checking Colleague, student's class schedule, or other enrollment evidence). In addition, enrollment must also be verified by the administrative office responsible for hiring new student workers.

5. Students should be sent to the administrative office responsible for hiring student workers to complete student employment papers including:
 - Districtwide Student Hire Card;
 - Student Employment Form / Oath of Allegiance;
 - Employment Eligibility Verification (I-9);
 - Statement of Social Security Coverage (SSA-1945);
 - Statement of Mandated Child Abuse Reporting; and
 - Federal and State Employee Withholding Allowance Certificates (W-4, DE-4).
6. In addition to the student employment papers listed above, international student workers must provide copies of the following documents.
 - I-94 (Arrival / Departure Record)
 - Current I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status
 - Unexpired Passport
 - Social Security Card

The District does not grant tax treaty benefits to international student workers. Student workers should not fill out forms requesting tax treaty benefits from the District. Questions regarding tax treaty benefits should be referred to the Internal Revenue Service.

7. A work permit must be obtained and submitted, before employment may begin, for any student under 18 years of age unless he or she has graduated from high school or obtained a GED certificate.
8. All legally required break and meal periods apply to students.
9. Student employees do not have any statutory or contractual right to overtime pay for work in excess of eight hours per day. However, student employees are entitled to the overtime rate when they work in excess of forty hours per week.
10. Student workers may be employed as a Class I - Student Worker, Class II -Student Reading/Writing Assistant, Class III - Student Intern or Police Aide Corporal. (Job descriptions for these classifications are available in the Human Resources Offices.) Student workers will be paid at the Class I designation unless Class II, Class III or Police Aide Corporal has been indicated on the time card.

CA Child Care Center Regulation 101216(g)
8 U.S. Code §1324(b)(1)(C)
8 CFR §274a.2(b)(v)(A)(5)
Education Code Sections 69960(f), 88003
Fair Labor Standards Act
Internal Revenue Code Section 3121(b) (10)
Penal Code Sections 11165.7, 11166, 11167

Historical Annotation:
Personnel 3003.00 6/88, 11/06/90
Personnel 3003.01 11/06/90
Revised 2/5/02, 5/6/03, 5/4/04, 1/13/15, 10/13/15, 4/14/20

Related Board Policies:
Board Policy 2043

Related Procedures:
Human Resources Procedure 1020.01, 4000.05
Payroll Procedures 12.01, 12.02