



COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES

**AR 7271 Student Employee Employment
Requirements**

Issued: November 19, 2019

Reference:

Education Code, Sections 76222 and 76232;
Title 5, Section 54630

- I. **Definition:** Student employees may be full-time or part-time students employed part-time in a college work study program, or in a work experience education program conducted by the District and financed by state or federal funds (California Education Code Section 88003.)

- II. **Programs**
 - A. **Department Student Worker:** Department Student Workers are student employees paid with funds coming directly from the department's budget, as allocated through the college's regular budget process. Part-time enrollment status is required.

 - B. **Federal Work Study (FWS):** The FWS Program, is a federally-funded grant program available to full-time and part-time undergraduate students who demonstrate financial need. Students must be approved to work under this program by the Financial Aid Office. Departments are allocated hours by the Financial Aid Office, and FWS student employees are paid according to the FWS grants they are awarded. A FWS grant is good for only one academic year. Beginning July 1st and ending June 30th of the following calendar year.

Once employed under this program, the employing department head, student, and Financial Aid Office are expected to regularly monitor the FWS grant to ensure the student employee's uninterrupted employment in the department. Once the student has been paid their FWS grant award amount the student's employment must cease. Exception: Departments having funds in their budget to pay for the student's continued employment may do so. In such case, the student employee would then be considered a Department Student Worker.

 - C. **California Work Study (CalWorks):** Students receiving TANF (Temporary Assistance for Needy Families) benefits are offered an opportunity to work on campus. Students must be enrolled in at least a one credit course and must be approved to work under this program by the CalWorks Office. Each student's assigned hours are allocated by the CalWorks Office.

- III. **Enrollment Standards and Requirements**
 - A. Enrollment status is determined by the District. A part-time student in the Compton Community College District is defined as carrying 6 units or more during the regular semester or four units during summer session or winter inter-session.

- B. Enrollment at a college or university outside of the District must be at an accredited institution.
- C. To qualify for summer or winter-intersession employment, a student must have been in at least part-time status during the preceding semester.

D. Verification of Enrollment

- 1. Students are responsible for providing verification of enrollment status showing number of units and enrollment dates before an assignment can be processed.
- 2. Department heads are responsible for ensuring student employees meet enrollment requirements for each assignment and any assignment extension submitted for processing.
- 3. Human Resources is responsible for auditing assignments to ensure compliance.
- 4. Enrollment verification documents are subject to outside audit and are to be retained for three (3) years.

IV. **Recruitment and Selection:** Hiring departments are responsible for recruiting student employees according to applicable District policy, procedures and program funding requirements.

V. **Assignment Limitations**

- A. **Assigned Hours Per Week Limit:** Student employees are limited to working a maximum of twenty (20) hours per week-, regardless of whether they are employed during a semester or intersession.
- B. **Multiple Assignments:** Student employees may accept more than one student employee assignment at the college providing the additional assignments do not result in the student's overall assigned hours exceeding 20 hours per week.
- C. **Employment Limitations:** Student employees assigned to Student Worker job classifications are subject to a five-year employment limitation.

VI. **Employment Standards**

- A. **Restrictions:** Employment as of employees shall not result in the displacement of current employees or impair existing contracts for services. Positions filled by work-study students cannot have been occupied by a regular employee during the current or immediately preceding 12 months or violate any applicable collective bargaining agreements, or fill any vacancy due to a labor dispute (California Education Code Section 66960 and 88076(6)).

B. **Employment of Students with Criminal Records:** Unless the law states otherwise, a student who is enrolled in the District who is an ex-convict or on parole and who is has not been determined to be a sexual psychopath may be employed as a student employee worker to perform non-instructional duties (California Education Code 87406.5). The Vice President, Human Resources is responsible for determining the appropriateness of the student employee's assignment.

C. **Employment of Nonimmigrant Students:** Nonimmigrant students are students who have entered the United States on a temporary basis for study. Once a student has entered the U.S. in nonimmigrant status, they are restricted to the activity or reason for which they were allowed entry. Depending on a student's status (F-1 or M-1 nonimmigrant classification) and program of study, they may be eligible for limited work opportunities while studying in the U.S. However, unless authorized by the designated school official(s) (DSO) or the United States Citizen and Immigration Service (USCIS), nonimmigrant students may not work in the United States. Nonimmigrant students who decide to work must first talk with the DSO.

D. **Employment of Minors**

1. Work permits may be issued to students who are under age 18, who have not graduated from high school, and who have been admitted to or enrolled at the college.
2. A work permit is not required for high school graduates.
3. **Procedure for Issuance of Work Permits:** The Human Resource Office completes California State Department of Education Form No. B1-1, "Statement of Intent to Employ Minor and Request for Work Permit" and issues the California State department of Education Form "B1-4, "Permit to Employ and Work". An additional work permit is required for any assignment extension as long as the student is a minor.

E. **Medical and/or Tuberculosis Examination Certification** is not required for student employees.

F. **Fingerprints** are required as part of the initial hiring process. The expense for fingerprinting is born by the District.

VII. **Job Classifications and Salary Rates** are recommended by Human Resources and approved by the Board of Trustees upon recommendation of the President/Chief Executive Officer.

A. All student employees are at will employees assigned to positions that are exempt from Academic and Classified services.

B. Students are paid an hourly rate as determined by their job category.

- C. **Pay Rates:** Rates of pay among student employee positions reflect a gradually increasing level of pay related to job duties within each student job position series. Consequently, appointments to a student worker position are to be based on the range of complexities and duties expected, knowledge and skill requirements, and educational level attained.
- D. Recommendations for changes to existing Unclassified Service job classifications or salary rates and requests for new job classifications should be submitted to Human Resources for consideration.

VIII. **Compensation**

- A. Student employees are not eligible to receive any sick, vacation, or holiday pay and do not participate in health, unemployment insurance or retirement systems. Students are, however, covered by California State Disability benefits and worker's compensation.
- B. **Holidays:** When a holiday occurs on a day when a student employee would normally work, the student employee schedule may be adjusted so that the employee works an alternate schedule. When such an adjustment occurs, the total number of hours worked in a given day may not ~~be over~~ exceed eight (8) hours and the total number of hours worked in a given week may not ~~be over 40~~ exceed 20. All such schedule adjustments must be completed during the pay period in which the adjustment occurred.
- C. In the event the college should close due to an unexpected major emergency, student employees on duty at the time of the closing will be compensated for the remainder of that day's schedule.

IX. **Work and Schedule Requirements**

- A. **Hours of Work:** Available funds and the needs of the college determine the number of hours assigned to each student employee.
- B. **Lunch Breaks and Rest Periods:** The number of hours a student employee works on a given day determines the applicable lunch break and rest period(s) as follows:
1. An unpaid **lunch break** is to be taken within five (5) hours of the start of the work day whenever a student employee is assigned to work six (6) or more hours in a given day.
 - The minimum amount of time for the lunch break is 30 minutes.
 - With the mutual consent of the supervisor and student employee, student employees assigned six (6) hours in a given day may waive the unpaid lunch break period.
 - Lunch periods for student employees working over six (6) hours a day may not be "skipped" to shorten the workday.

2. **Rest Periods:** A minimum 10-minute paid rest period must be provided for every four hours worked or major fraction thereof. Rest periods may not be accumulated and used as excused time off.

C. **Supervision**

1. Student employees work under the immediate supervision of an Academic or Classified employee who is on duty during the time the student employee is assigned. Such supervision need not be in the same physical vicinity as the student's work assignment but must be such that general supervision can be exercised.
2. Unless the Student Employee Job Description states otherwise, student employees do not exercise supervision over other employees. When student employee positions do exercise supervision, such supervision is of a generalized nature over lower-level student employee positions within a designated student employee job series performing specific tasks, e.g., Student Worker V may exercise supervision over Student Worker I.

D. **Time Reporting:** It is the supervisor's responsibility to report student employee working hours to the Payroll Office by the last working day of the month on the District's designated time report.

- X. **Termination:** When a student's assignment ends prior to the end date on his/her assignment, the department head is responsible for initiating a Termination Student Personnel Assignment Request.