ADMINISTRATIVE PROCEDURE 7XXX STUDENT EMPLOYMENT

I. Student Employment Eligibility: To be eligible for Student Worker employment in the Peralta Community College District, students must meet the following criteria:

   a. Be admitted and enrolled as a full- or part-time student in the Peralta Colleges
   b. Maintain a minimum of six (6) semester units in the Peralta Colleges throughout their Fall and/or Spring semester employment
   c. Be authorized to work in the United States
   d. Complete a minimum of six (6) semester units during the immediately preceding Spring semester in order to work as a Student Worker during the Summer Session or be enrolled in 3 or more units during the Summer Session
   e. Comply with all applicable District policies and procedures
   f. Be at least 18 years of age
   g. Not concurrently employed within the District as a short-term, temporary employee, adjunct faculty or in any other employment category except Student Trustee.

II. Employment Category: Student worker employment is categorized as temporary, hourly, and at-will. It is not considered a part of the Classified Service. Sub-categories include, but are not limited to:

   a. Federal Work Study Students – must meet all requirements of the Federal Work Study program. Work in this category is a part of a student's financial aid award and is paid from federal financial aid funds.
   b. Non-Federal Work Study Students – Work in this category is paid from individual department funds.
   c. Student Ambassadors – must have at least a 3.25 cumulative GPA
   d. Safety Aides – must complete District-provided training.
   e. International Students – must have a valid F-1 visa and a Taxpayer Identification Number (TIN) issued by the IRS in order to begin employment within the District.

III. Compensation: Employment as a student worker is to be paid exclusively via the specially designated District salary schedule. Payment to students via other methods must be requested in advance. Requests for exceptions should be forwarded to both the Director of Human Resources and the Payroll Manager. Exceptions must be approved by the Vice Chancellors for Human Resources or the Vice Chancellor for Finance based on terms or conditions outlined in a grant or other categorical source of funds that stipulate compensation for student workers in a manner different from the specially designated salary schedule for student workers.

Student workers must submit a timesheet or any other documentation required by the Payroll Office and in accordance with deadlines to be paid on time.
IV. **Displacement:** Student Workers may not be used to displace or replace classified or academic positions in the District.

V. **Work Hours:**
   a. The work hours for students are not to exceed twenty (20) hours per week while classes are in session; forty (40) hours per week during intersession breaks/summer session. Classes are considered to be in session during final examination week. Students who exceed forty hours in any one work week are entitled to overtime compensation, pursuant to the Fair Labor Standards Act.
   b. Students may be employed by more than one department concurrently; however, they may not exceed the maximum number of hours (20) allowed per week; forty (40) hours per week during session breaks/summer session.
   c. Student Workers are not eligible for fringe benefits including sick leave, vacation pay, holiday pay, and paid lunch time or unemployment insurance benefits

VI. **Fingerprinting and Freedom from Tuberculosis Requirements:**
   a. Students who are employed in the Child Care Centers, and/or employed to otherwise assist staff in working with minor children, are required to be fingerprinted, and fingerprint results reviewed and approved by designated District administrative staff prior to the first date of employment.
   b. Fingerprinting will also be required of Student Workers who are hired as Student Ambassadors, Grade/High School Tutors, and Safety Aides. Fingerprint results will be reviewed and approved by the Office of Human Resources prior to the first date of employment. The Office of Human Resources does not pay for fingerprinting services.
   c. Student Workers who perform work in off-site medical facilities and other medical-related District services may also be required to provide proof of freedom from tuberculosis.

VII. **Supervisor Responsibilities (Post Hire)**
   a. Ensure the student continues to meet the eligibility requirements for student employment.
   b. Ensure the student is not displacing/replacing classified or academic employees.
   c. Sign and submit timesheets in a timely manner.

Approved by the Chancellor: TBD