

**ADMINISTRATIVE PROCEDURE 7270 STUDENT WORKERS****I. Student Employment Eligibility:**

To be eligible for Student Work employment in the Peralta Community College District, students must meet the following criteria:

- a. Be admitted and enrolled as a full-time or part-time student in the Peralta Colleges;
- b. Maintain a minimum of six (6) semester units in the Peralta Colleges throughout the 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 preceding Spring semester in order to work as a student worker during the summer session or be enrolled in three (3) or more units during the summer session;
- e. Comply with applicable District policies and procedures;
- f. Be at least 18 years of age;
- g. Be not currently employed within the Peralta District as a short-term, temporary employee, adjunct faculty or in any other employment category, except Student Trustee; and
- h. Pass the appropriate background check.

**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 and students shall meet and maintain a minimum GPA of 2.0 on a four (4) point scale in Peralta prior to employment and for every term that the student is employed.
- c. Student Ambassadors- shall meet and maintain a minimum GPA of 3.25 on a four (4) point scale in Peralta prior to employment and for every term that the student is employed.
- 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 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 Chancellor of Human Resources or the Vice Chancellor of 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 designated salary for Student Workers.

Student workers must submit a timesheet or any other documentation required by the Payroll Office and in accordance with deadlines in order 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. Student Employment Application

The application for student employment in the Peralta Community College District can be found at this web site: <https://peraltaccd.peopleadmin.com/postings/2095> The application must be completed as part of the hiring process.

#### VI. Student Employment Packet (required documents, pre-employment)

The following documents, which are available from the district Office of Human Resources, must be provided prior to employment.

- a. Epaf: Effective and end date [current fiscal year], job code, pay rate, hours, location and cost center/department (853), Comments: additional information.
- b. W-4 Form: complete the lower part only, #1 - #7 (no scratches or white out Signature and Date)
- c. I-9 Form: Section 1, pg. 7 and Section 2, page 8, section ; for rehires A, B, and C; Signature and Date.
- d. Copy of IDs: Social Security Card and valid ID, Passport, etc.
- e. Oath: Signature of the employee and authorized official, date, and title
- f. Acknowledgement of Receipt of Information: Name, signature, and date

#### VII. Fingerprinting and Freedom from Tuberculosis Requirements (Pre-Employment LiveScan Clearance)

- a. Students who are employed in the Child Care Centers, and/or employed to assist staff in working with minor children, are required to be fingerprinted, and the results are reviewed and approved by the Office of Human Resources prior to the first date of employment.
- b. Fingerprinting also will 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, also may be required to provide proof of freedom from tuberculosis.

#### VIII. Work Hours:

The following details permissible work hours for Student Workers.

- a. The work hours for student workers are not to exceed 20 hours per week while classes

are in session; 40 hours per week during the intersessions or summer session (there are no exceptions to the 40 hour limit). Classes are considered to be in session during final examination week.

- b. Student Workers may be employed by more than one department concurrently; however, they may not exceed the maximum number of hours (20) allowed per week; 40 hours per week during session breaks, intersessions, and summer session.
- c. Student workers are not eligible for fringe benefits, including vacation pay, holiday pay, and paid lunch time, or unemployment insurance benefits. However, student workers are covered by Worker's Compensation for injuries or death incurred while performing services for the district and are eligible for sick leave.

IX. Expectations of Student Workers

Student workers will be required to:

- a. Learn and satisfactorily perform specific work duties.
- b. Cooperate in scheduling work periods that do not conflict with classes and to adhere to such schedule.
- c. Notify the supervisor within a timely manner if unable to report to work.
- d. Maintain strict confidentiality regarding workplace issues and information including, but not limited to (1) discussion of workplace issues with anyone outside the workplace; (2) releasing or sharing information about other students; and (3) removing files or other materials from the workplace.
- e. Provide adequate notice to the supervisor when ending employment.
- f. Observe appropriate workplace behaviors and protocol and follow office policies and procedures.

X. Workplace Restrictions

No relative (spouse, parent, sibling, aunt, uncle, grandparent or other person related by birth or marriage) of a student worker may serve as the immediate supervisor for that student employee or be in any way responsible for the evaluation of the student's performance.

XI. Vaccines for Children's Center Workers

Those who work in a Children's Center are required (SB 792) to provide documentation of having been vaccinated for influenza, pertussis (whooping cough), and measles. The Children's Centers are legally required to maintain vaccination records for their employees and volunteers

XII. Supervisor Responsibilities (Post Hire):

Those who supervise Student Workers are to

- a. Ensure the student worker continues to meet the eligibility requirements for student employment;
- b. Ensure the student worker is not displacing/replacing a classified or academic employee; and
- c. Sign and submit timesheets in a timely manner.

References:

Education Code Sections 69960(f) and 88003

Approved by the Chancellor: May 6, 2016

