

A student employed by the college on a part-time basis and meeting the relevant enrollment criteria below is defined as a student worker. Student workers shall not be part of the classified service and do not earn benefits; however, student workers are covered by Worker's Compensation for injuries or death incurred while performing services for the district. Student workers must be at least 18 years of age, or at least 16 years of age with a high school diploma, to be employed by the district.

#### A. **Fall and Spring Semester Employment**

In order to be employed as a student worker during the fall and/or spring semester(s), a student must be enrolled in at least six units, unless an exception has been approved. The Career Center maintains a list of approved exceptions. Enrolled student workers may work up to 19.5 hours per week in all combined assignments, except as outlined below.

#### B. **Intersession Employment**

Student workers may be permitted to work up to forty (40) hours per week when classes are not in session as follows:

1. Between spring semester and summer session, if enrolled in the required number of units during the spring semester and during the summer session or fall semester.
2. Between summer session and fall semester, if enrolled in the required number of units during the spring semester or the summer session and during the fall semester.
3. Between fall and spring semesters, if enrolled in the required number of units during both the fall and spring semesters.
4. During spring break, if enrolled in the required number of units during the spring semester.

#### C. **Summer Employment**

Student workers may continue employment in the summer if they have an enrollment record for the required number of units for the spring and fall semesters or if they have an enrollment record for the required number of units for the summer session.

Depending on the funding source, some student workers not enrolled for summer classes may be permitted to work up to forty (40) hours per week. Additional policies and regulations apply and should be obtained from the appropriate office (Financial Aid, CalWORKs, Institute for International Perspectives, Veterans, etc.)

D. New Students

Students newly enrolled at the college for the fall or spring semester may begin their work assignment two weeks prior to the start of the semester for training purposes. (Flex week signifies the start of each semester.)

E. Pre-hire Requirements

In order for student workers to be paid, they must provide a completed "On Campus Hire Form" to the Career Center to receive a hire packet. Students must submit their completed hire packets to the Human Resources Office before they may begin their work assignment. If the student worker is to be paid by the district, the supervisor must forward a completed personnel requisition to the Department of Human Resources before the student worker begins the work assignment.

F. Breaks

Student workers may not work for longer than 5.5 hours without an unpaid lunch break of at least thirty (30) minutes. Student workers are also entitled to one ten-minute break after four hours of work, up to a maximum of two breaks in an eight-hour period.

G. Time Cards

Time cards must be completed at the end of each month, signed by both the student worker and the supervisor, and submitted to the Payroll Department on or before the third workday of the month.

H. Other Funding Sources and Student Populations

Regulations may vary depending on the funding source or student program (i.e. federal work-study, CalWORKs, veterans, international students). Please contact the appropriate program staff for the most up-to-date information.