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 are limited to work a maximum of 195 days per fiscal year. Student workers must be at least 18 years of age to be employed by the district.

**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 at least half time (six units). Enrolled student workers may work up to 19.5 hours per week in all combined assignments, except as outlined below.

**A. 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 at least half time during the spring semester and for the summer session. (Note: To be considered half time for a nonstandard term, such as summer session, generally requires an enrollment period of at least six weeks and at least two [2] units.)

2. Between summer session and fall semester, if enrolled at least half time during the spring semester or the summer session and enrolled at least half time for the fall semester.

3. Between fall and spring semesters, if enrolled at least half time during both the fall and spring semesters.

4. During spring break, if enrolled at least half time during the spring semester.

**B. Summer Employment**

District-funded student workers may continue employment in the summer if they have been enrolled at least half time for the spring semester and have an enrollment record for at least half time for the summer session or fall semester, whichever occurs next on the calendar. 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; however, federal work-study students must be enrolled...
at least half time during summer session and may begin summer employment no earlier than July 1. Additional policies and regulations apply and should be obtained from the appropriate office (financial aid, CalWORKs, Institute for International Perspectives, veterans, etc.)

C. New Students

Students newly enrolled at the college 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.)

D. Prehire Requirements

In order for student workers to be paid, they must complete hire forms in the Career Center before beginning 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.

E. 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.

F. 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 by the fifth of the month.

G. 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.