



Manual for Supervisors of Student Workers



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MiraCosta College

Manual for Supervisors of Student Workers

A Word of Appreciation to You

Your employment of student workers in your department is greatly appreciated. You are providing students with the opportunity to earn money for their educational expenses and to develop effective work habits and essential 21st century skills. You are making a difference in their lives.

Introduction

The Career Center's role is to assist you with finding the right student for your student worker position. Your role is to serve as the student's supervisor and mentor. Because several procedures and policies affect various aspects of supervising student workers, the Career Center team has prepared this manual to assist you with fulfilling your role. (BP/[AP 7270](#) is the primary policy/procedure pertaining to student workers.)

As you may know, student workers are not hired to replace staff and must have immediate access to their supervisor or a designated MiraCosta staff member for support during their shift. Student workers employed in the Child Development Center, who are engaged in child interactive duties, must receive "line of sight" supervision at all times. If you must leave for lunch or breaks while supervising a student worker, please ensure that another staff or faculty member is present to supervise the student.

Training Student Workers

A student worker can be a great asset to your department when your expectations have been made clear during the interview and are reinforced during the first few days and weeks of the student's employment. The tips below may help you design a training program that will facilitate the student's successful performance of their job.

- Teach the student worker about your department and their role within it.
- Create a constructive work environment with meaningful duties to help the student develop appropriate work habits and essential 21st century skills.
- Define the student's job responsibilities, set clear goals and expectations, and clearly explain permitted and prohibited behavior within your department.
- Explain and demonstrate tasks; observe the student worker's performance to ensure that they understood your explanation/demonstration.
- Encourage the student to ask questions; reward early accomplishments with positive reinforcement.
- Reinforce desired outcomes; offer constructive feedback.
- Check performance often at first, then less frequently as you note increasing levels of student competence and confidence.
- Stress the importance of developing and projecting professionalism.

- Discuss the importance of cooperating and coordinating with other workers. If the student will be interacting with the public, you might consider providing sample scripts for answering the telephone and greeting visitors.
- Teach students about job and campus safety procedures.
- Inform students that they must abide by the same policies and procedures as all MiraCosta employees.
- Incorporate opportunities for students to develop or strengthen workplace competencies, such as those on the Student Worker Evaluation (see final page).
- Support the student worker's professional development; student workers may attend Career Center workshops during paid work hours.

Requesting a Student Worker

You may request a student worker at any time by accessing MiraCosta's Job and Internship Network (JAIN). If you have yet to request a student worker using JAIN, you will need to *create a new account* as an employer from the Career Center's Faculty/Staff Resources page under "Hire Student Workers" or at this link: www.miracosta.edu/JAINemployers. Once your account has been created, you will be able to post and edit your jobs as needed. If you have questions regarding JAIN, contact the Career Center at 760.757.2121, X6493 or at 760.757.2121, X6180.

Types of Student Workers

There are several funding sources that may be used to hire student workers; requirements vary by funding source. Please see the unit eligibility criteria on page 12.

Federal Work Study Students

Federal Work Study (FWS) students have applied for financial aid and have met annual eligibility requirements for the FWS program, which is funded through the U.S. Department of Education. FWS students must continue to meet financial aid requirements and re-establish their eligibility each academic year. Students should follow the [step-by-step procedures](#) to apply for FWS.

When you hire a FWS student, the Financial Aid Office will send the student's "Confirmation of Work Assignment," which will provide you with the number of authorized FWS hours. To ensure you have adequate hours for the duration of the semester, divide the award total by hourly rate and then by the number of weeks from date of hire to the end of the semester; the result represents the average number of work hours per week. Note that any hours the FWS-funded student works beyond the authorized number of hours will be charged to your department's district account.

Students may begin accessing their FWS funds on August 2. If a student worker has not used all their FWS hours from the fall semester, these hours may be used until the start of the spring semester. The last possible working date for Federal Work Study funding is the last day of the spring semester (or the student's last day of attendance). If student workers were not enrolled in the previous semester, the earliest day they may begin

working in either the fall or spring semester is two weeks prior to the start of that semester. If student workers were enrolled the previous semester, see “Intersession Work Hours” on page 13. (For details, see [AP7270](#).)

If at any time a student worker in your department is no longer eligible to receive FWS funding, you will be notified by the Financial Aid Office. If you continue to employ the student, your department’s district account will be charged for the hours worked.

CalWORKs/TANF Work Study Students

Through CalWORKs work study, students meet their mandatory welfare to work hours. Student eligibility for CalWORKs work study is determined each semester by the CalWORKs Office. The student must make satisfactory progress in enrolled courses in order to maintain eligibility. The student’s work hours are calculated using the number of units in which they are enrolled in addition to their recommended study hours, thus the hours CalWORKs students are allowed to work differ from one student to another.

VA Work Study Students

Students with previous military service may be funded through the Veteran’s Benefits Administration (VA). To receive VA work study, students may only work at MiraCosta as a peer advisor to other veterans or in the Veteran’s Office.

International Students

International students with an F-1 visa may work on campus as long as they meet all F-1 visa requirements at all times while employed at MiraCosta, including maintaining enrollment in 12 units each fall and spring semester.

International students seeking on-campus employment must request a letter of on-campus eligibility from the Institute for International Perspectives (IIP).

The Social Security Administration requires international students to demonstrate they have secured employment prior to issuing a social security card. To meet this requirement, IIP prepares a letter signed by the student worker’s supervisor and the IIP Coordinator. After the student provides the letter to the Social Security Administration, they become eligible to apply for a social security card. As soon as the student applies for a social security card, they may begin the hire process. However, international students may not begin work until their social security card and hire forms have been received and processed by Human Resources (HR).

District Paid Students

District paid student workers are paid through departmental funding (9811 accounts). The Board of Trustees *does not* have to approve student worker assignments.

Funding Source Regulations

Regulations may vary depending upon the funding source or student program (i.e. federal work study, CalWORKs, veteran students, international students). Please contact the Career Center or the appropriate program staff for current details.

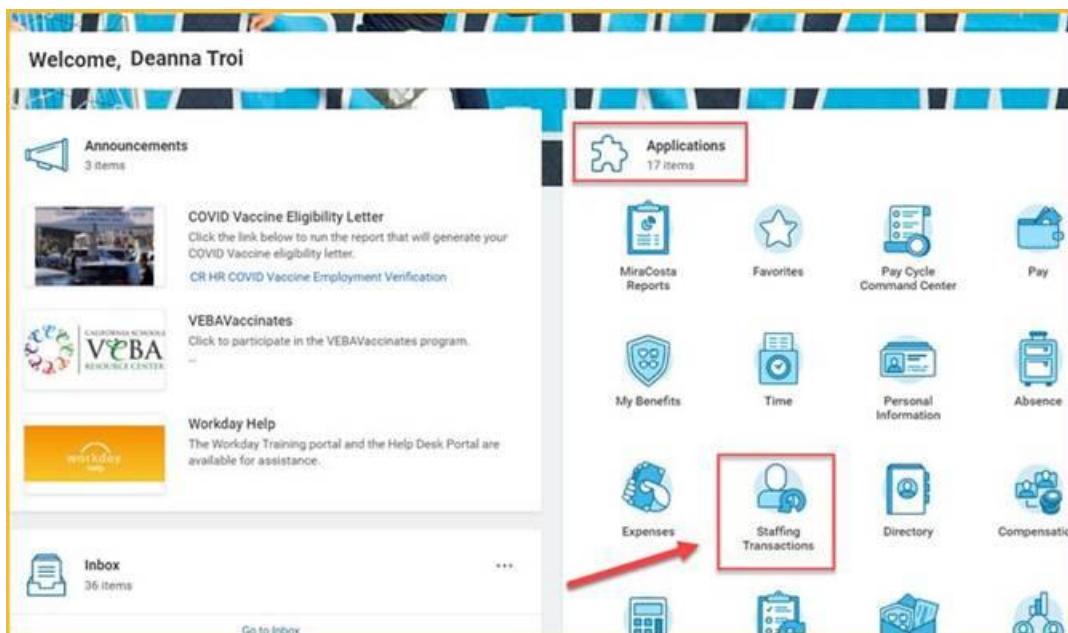
Posting Positions and Hiring Student Workers

You may request a student worker at any time by accessing MiraCosta's Job and Internship Network (JAIN). If you have yet to request a student worker using JAIN, you will need to *create a new account* as an employer from the Career Center's Faculty/Staff Resources page: <https://www.miracosta.edu/student-services/career-center/employer-resources/post-a-job.html> (or this shortcut: [miracosta.edu/JAINemployers.](https://www.miracosta.edu/JAINemployers)) Once your account has been created, you will be able to post and edit your jobs as needed. If you have questions regarding posting your positions on JAIN, contact the Career Center at 760.757.2121, X6493 or at 760.757.2121, X6180.

The *procedures for supervisors to hire new student workers* are summarized as: post your job, interview students referred from the Career Center, select the best candidate(s), initiate the request on Workday and have student [report their job on JAIN](#). These procedures are detailed on the Career Center's Faculty and Staff Resources/Hire Student Workers page.

How to Submit a Request in Workday

To submit a student worker assignment request in Workday, select the "Staffing Transactions" application (worklet) from your Workday homepage:



If you do not see the application (worklet) this mean you already have the maximum number of worklets allowable (max 20 worklets). If you would like to add the Staffing Transactions worklet, select the cogwheel icon located in the upper right-hand corner of your homepage to select the Staffing Transactions worklet. This will require you to remove an existing worklet from your homepage.

Workday New Hire Onboarding Process

Initiating the Hire and Onboarding Process

New hires can be initiated in Workday through the Hire Employee business process. Before you begin, ensure you have the required assignment information such as supervisory organization, assignment type (FWS, District, CalWorks), start date, end date, employee name, employee email, employee phone number, and costing allocation information. This business process should only be used for hiring individuals that are not current employees of MiraCosta in any capacity. If you would like to process a personnel action for a current employee (add a job, extend an end date), please refer to the applicable job aid found in Workday

Extending an End Date

Prior to the beginning of the following semester, all supervisors must login to workday and extend the dates for their existing student worker if they plan on continuing their work assignment. Employees with existing Student Worker assignments can have the End Date for their assignments extended in Workday through a Change Job business process. This process will be required before the following semester begins if the student worker is continuing their work assignment. Before you begin, ensure you have the required assignment information such as supervisory organization, assignment type (FWS, District, CalWorks), start date, end date, employee name, and costing allocation information. This business process should only be used for extending the end date for individuals that currently hold a Student Worker assignment in your supervisory organization. If you would like to process a personnel action for a new or terminated employee please refer to the Hire business process job aid. If the employee does not have a Student Worker assignment in your supervisory organization, please refer to the Add Job business process job aid found in Workday.

Adding an Additional Assignment

Existing employees can have new assignments added to their Workday record through the Add Job business process. Before you begin, ensure you have the required assignment information such as supervisory organization, assignment type (FWS, District, CalWorks), start date, end date, employee name, and costing allocation information. This business process should only be used for adding a position to individuals that are current employees of MiraCosta in any capacity. If you would like to process a personnel action for a new or terminated employee please refer to the Hire business process job aid. If the employee already has a student worker position in your supervisory organization, please refer to the Extend End Date business process job aid.

Employee Notifications

New hires will receive an introductory email to explain what they will be asked to do to complete the onboarding process.

Sample introductory email sent to new employee:

From: No-Reply@miracosta.edu <miracosta@myworkday.com>
Sent: Friday, September 18, 2020 5:38 AM
To: Workday Test <workdaytest@miracosta.edu>
Subject: MiraCosta College - Important New Hire Information
Welcome to MiraCosta College!

Please be aware that you must complete the onboarding process online in Workday **PRIOR TO YOUR START DATE**. Onboarding is a step by step process to collect information and satisfy all employment conditions. You will receive your temporary login credentials in separate emails from miracosta@myworkday.com. Please keep these emails to refer back to during your Onboarding process. You will continue to use the URL link to access Workday until your MiraCosta College employee account is set up. We recommend that you check your Workday inbox daily as new tasks may be assigned to you to complete.

In addition to the online onboarding through Workday, you will be asked to:

1. Print and scan documents (a smartphone will work too).
2. Bring the following documents **IN PERSON and BY APPOINTMENT** to Human Resources:
 - a. Retirement documentation
 - b. Form I-9 Original Documentation
 - c. Original Social Security Card (if you need to order a card, please contact the Social Security Office)
3. **Official Transcripts:** If the position you are being hired into requires college coursework or a degree, you must submit ORIGINAL OFFICIAL transcripts to Human Resources. These can be official unsealed transcripts or official electronic transcripts sent directly from the institution to HR. Send electronic transcripts to hr_department@miracosta.edu.

IMPORTANT: Failure to complete and submit all required documents will result in a delay in starting your position/assignment and could also result in a delay in getting paid.

If you have any questions or have trouble accessing Workday, please contact Human Resources at (760)795-6854 or hr_department@miracosta.edu.

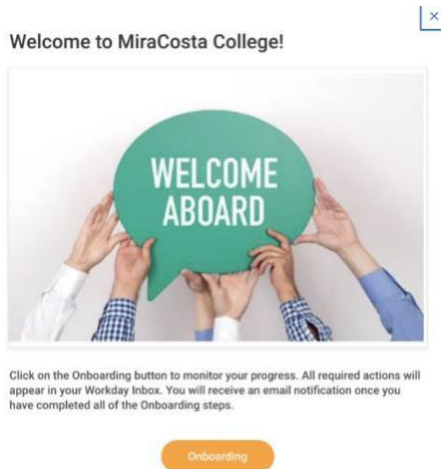
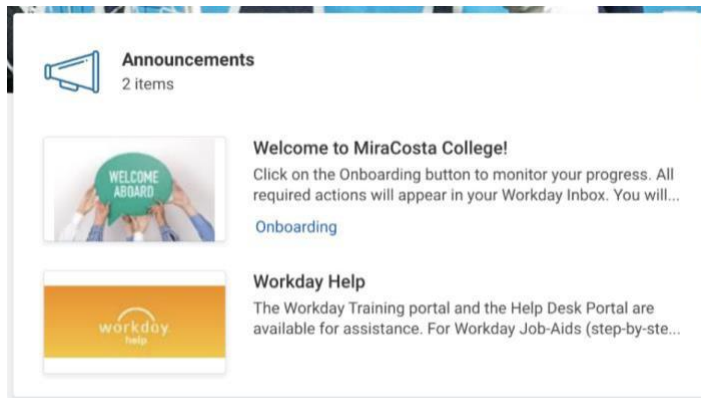
Thank you,

MiraCosta College Human Resources
One Barnard Drive, Bldg 1000
Oceanside, CA 92056

Employee Onboarding Dashboard


A dashboard has been created to assist newly hired employees with the onboarding steps. Employees can check their status in the overall onboarding process. The employee onboarding dashboard can be found within the employee's home page. Below is an example of the dashboard to illustrate the location of the link:

Example of Employee Homepage, Dashboard Announcement:



The following information will appear when an employee clicks on the dashboard link. The employee can see how many steps have been completed and the number of steps “ready” or awaiting action. When the “ready” category is selected, the system will take the employee to their Workday inbox to complete the outstanding task(s).

← Onboarding

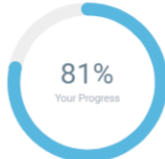
 **Onboarding**
 Onboarding is a step by step process to collect information and satisfy all employment conditions prior to your start date. Please check your Workday inbox daily as new tasks may be assigned to you to complete. Some of the Onboarding tasks include:
 • Social Security Number

[View More](#)

Getting Started

13
Completed

1
Ready




81%
Your Progress

[Go to Inbox](#)

This announcement appears at the top of the employee dashboard results:

Please check your Workday inbox daily as new tasks may be assigned to you to complete



Onboarding

Onboarding is a step by step process to collect information and satisfy all employment conditions prior to your start date. Please check your Workday inbox daily as new tasks may be assigned to you to complete. Some of the Onboarding tasks include:

- Social Security Number
- Personal Information
- Contact Information
- Emergency Contacts
- Employment Eligibility Form (I-9)
- Direct Deposit Banking Information
- Benefit Elections (If applicable)
- Federal Tax Withholding Form
- State Tax Withholding Form*
- Documents requiring signature/acknowledgement

**Please note - this form cannot be completed in Workday until you reach your start date. It is the last step in Onboarding.*

Please do not complete or submit information outside of the Onboarding process.

Supervisors - Onboarding Report and Notifications

How to Track the Progress of your New Hires

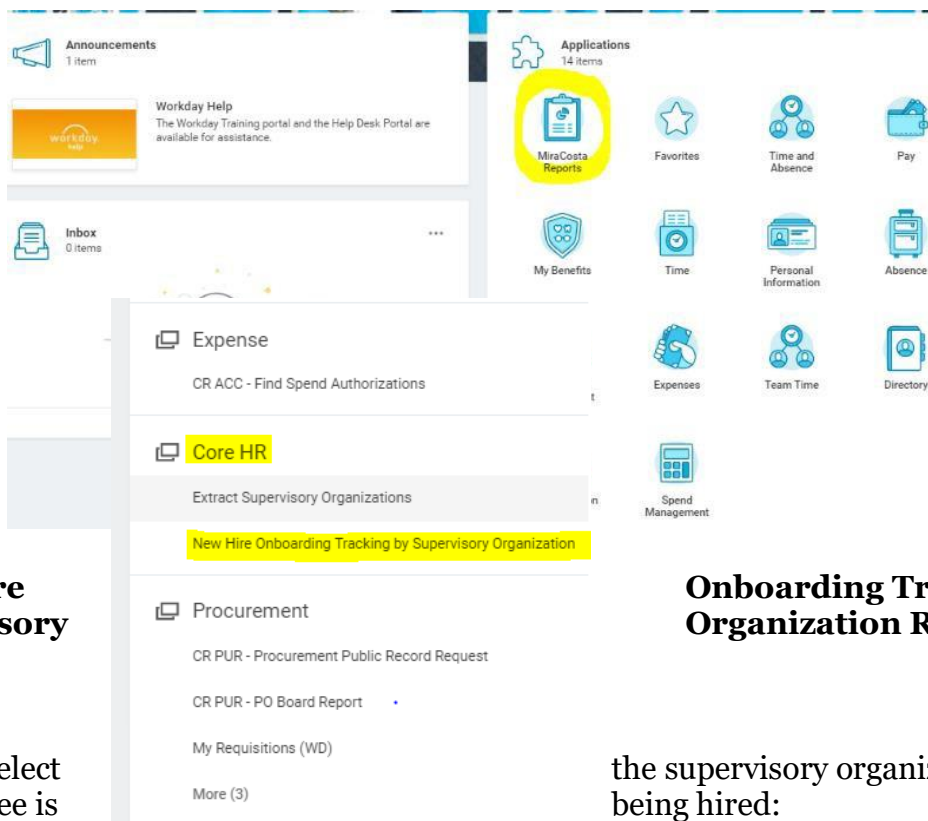
A report is available to monitor the status of your new hire. The report will display new hires by supervisory organization with hire date, the essential steps of onboarding (required for the employee to be cleared to start working), whether they have reached the 'Account Provisioning' (SURF ID creation) step and the progress of each of those steps.

Please keep in mind that a new hire can be cleared to start work but can still have outstanding items to complete for onboarding.

Report: “New Hire Onboarding Tracking by Supervisory Organization”

Access to this report is limited to the supervisory organization the new hire is assigned to. You must hold a Workday manager or administrative assistant security role for the employee’s supervisory organization to view the dashboard results.

Navigation: Select “MiraCosta Reports” icon from your Workday homepage. The report will be listed under the heading “Core HR”:



New Hire Supervisory

You must select the employee is

Onboarding Tracking by Organization Report Results

the supervisory organization for which being hired:

New Hire Onboarding Tracking by Supervisory Organization Actions

Supervisory Organization

Include Subordinate Organizations

Results will appear by supervisory organization. Each worker will be listed with the status of each of the essential steps of the onboarding process:

Illustration of employee status as it appears in report results. Is the employee cleared to start work?



Worker	Hire Date	Position	Supervisory Organization	Hiring Manager	New Hire Forms Complete?	New Hire Forms Completion Date
	07/16/2020	P-07088 Apprentice III			Yes	07/27/2020 04:13:22.711 PM

Illustration of the essential steps of onboarding: TB certification, background check (if required), I-9 completion, account provisioning (SURF ID)

TB Information Received?	TB Completion Date	Background Check Complete?	Background Check Completion Date	Form I-9 Completed?	Form I-9 Completion Date	Provisioning Integration Complete?	Integration Completion Date	Clear to Begin Working?
Yes	07/27/2020 04:30:18.844 PM	Not Required		Yes	08/06/2020 12:38:52.092 PM	Yes	08/10/2020 02:09:19.313 PM	✓



Supervisor Notifications

Notifications from Workday will confirm when a new hire is approved to start work. You must hold a Workday manager or administrative assistant security role to receive the notifications.

Managers and administrative assistants for the supervisory organization(s) will receive an email notification. Notifications can also be view by selecting the “bell” icon located at the top of your Workday homepage.

Example of Supervisor Notification:
From: No-Reply@miracosta.edu <miracosta@myworkday.com>
Sent: Tuesday, October 13, 2020 12:37 PM
To: Viviana Rodriguez <vrodriguez@miracosta.edu>
Subject: A new employee has been hired.
 Please see new hire details below: Worker Legal Name:
 Last Name, First Name

Worker Preferred Name:

Student Name

SURF ID/Employee ID:

01234567

Supervisory Organization:

Department Name (Supervisor Name)

Business Title:

Student Worker FWS

An Office 365/email/Workday account will be automatically created. If you need additional access such as SURF/Canvas/iLinx/Keys/Shared Folders/Etc, please create an ECR.

<https://portal.miracosta.edu/Resources/knowledgebase/helpdesk/Lists/Employee%20Change%20Request/NewForm.aspx?RootFolder=>

Business Process: Onboarding for Student Name
Subject: Student Name

Details: Onboarding for “Student Name” effective on 08/24/2020

Rehiring Student Workers

All students being rehired by a department are to report their job on JAIN before their first day of work in the new fiscal year, which begins July 1. Annual completion of this form is required to ensure compliance with several sources of student worker funding. Supervisors will need to extend the dates in Workday and make necessary changes if there is a change to the payment source (district to FWS funding, for example) or to the student’s work assignment (changing or adding assignments).

Enrollment Requirements

All students must be enrolled in a minimum of 6 units to be employed as a student worker; VA-funded students and international students must be enrolled in 9 and 12 units, respectively. Please refer to the chart below for unit requirements by funding source. NOTE: HR’s previous interpretation of Ed Code 88003 required student workers to be enrolled in 12 units, unless they were also enrolled in a work-based learning class. HR’s current interpretation requires a minimum of 6 units for the majority of student workers and no work-based learning class enrollment.)

If enrollment is at another institution other than or in addition to MiraCosta College, supervisors will need to submit enrollment summary proof along with the On Campus Job Offer Form. As a reminder, supervisors are responsible for verifying units every month when approving timecards.

Semester/Weeks	International Students	Federal Work Study & District-Paid Students	CalWORKs Students	V.A. Students
Fall or Spring	12 units	6 units	6 units (fewer units can be approved by Kate Coleman)	9 units
Summer/8 Weeks	3 units	No summer FWS	3 units	4 units
Summer/6 Weeks	2 units	No summer FWS	3 units	3 units

In addition to complying with the unit requirements above, student workers must also comply with the enrollment requirements below.

Fall and Spring Semester Work Hours

Enrolled student workers may work up to 19.5 hours per week in all combined assignments while school is in session. NOTE: Depending upon the amount of their award, students will exhaust their work study award if they work the maximum hours allowable. Extend awards by calculating the student’s average weekly hours (divide the award total by hourly rate and then by the number of weeks from date of hire to the end of the semester).

Intersession Work Hours

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

- Between spring semester and summer session, if enrollment requirements are met during the spring semester and for the summer session. (No FWS in summer).
- Between summer session and fall semester, if enrollment requirements are met during the spring semester or the summer session and student is enrolled for the fall semester. (No FWS in summer).
- Between fall and spring semesters, if enrollment requirements are met during both the fall and spring semesters.
- During spring break, if enrolled during the spring semester.

Summer Work Hours

MiraCosta College *does not* award federal work study (FWS) for the summer session.

District-funded student workers may continue employment in the summer if they have been enrolled in at least 6 units for the spring semester and have an enrollment record for 2 or 3 units for the summer session or at least 6 units for the fall semester, whichever occurs next on the calendar. (See the chart above.)

Some CalWORKs and Veterans work study students who are not enrolled in summer classes may be permitted to work up to 40 hours per week. Additional policies and regulations may apply; contact the Career Center at 760.795.6772.

Breaks & Lunch

Student workers who work 5.5 hours or longer in a shift must be given an unpaid meal break of at least 30 minutes. Student workers are also entitled to one paid 10-minute break after 4 hours of work, up to a maximum of two paid breaks in an 8-hour period.

Overtime/Holiday Pay

Student workers may not work over 8 hours per day or 40 hours per week and do not qualify for holiday pay.

Sick Leave

Temporary hourly employees will earn one hour of sick leave for every 30 hours worked.

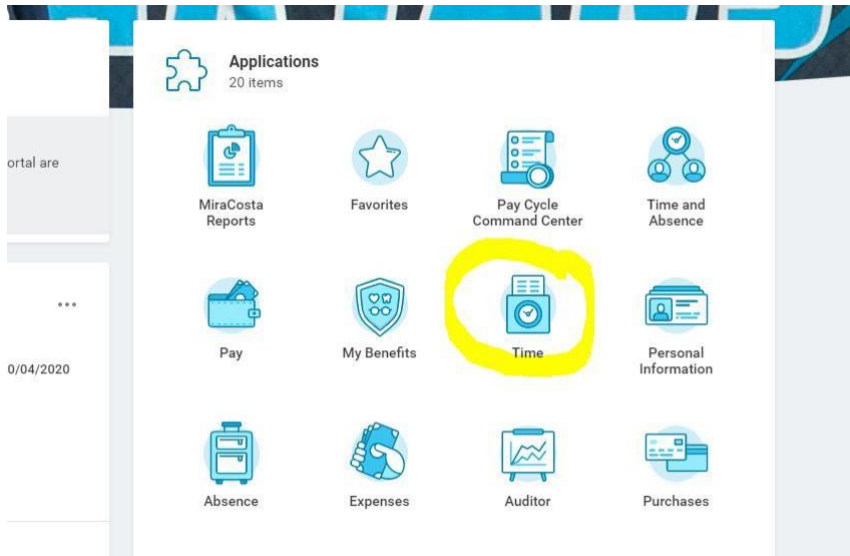
Newly hired employees may use their accrued sick leave after the 90th day of employment. Accrued sick leave up to 24 hours may be carried over to the next academic year, but will be capped at 48 hours.

An employee can take earned sick leave for the employee's own or for a family member's diagnosis, care or treatment of an existing health condition or preventive care or for specified purposes for an employee who is a victim of domestic violence, sexual assault or stalking.

If unable to work, employees must notify their supervisor as soon as reasonably possible.

How to Report an Absence in Workday as a Student Worker

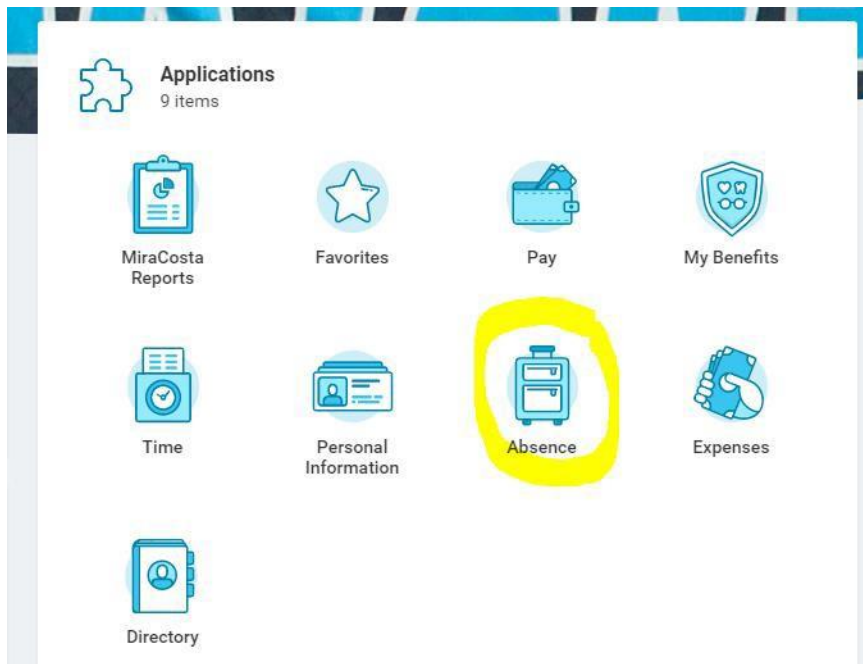
- ✓ Must have earned sick leave available.
- ✓ Must be scheduled to work.
- ✓ Cannot report to work due to a qualified sick leave reason as stated above.



1. Log-on to Workday
2. Select the “Time” icon from your Workday homepage.
3. Select “Enter Time” just as you would enter time worked.
4. Once in the Time Entry screen choose “Absence” to request Healthy Families leave.
5. Once you submit your absence, your request will be routed to your supervisor for approval.

How to View Sick Leave Balance

Select the “Absence” icon from Workday homepage. You will see sick leave balance here.



Time Cards

Time-related tasks can be started from the **Time App** on your Workday Homepage, or by entering the task commands directly into the **Workday Search Bar**.



The **Time** worklet has two sections:

- **Enter Time**
- **View**



Student Hourly Time Report cards will be submitted on Workday. Student workers must submit time cards on or before the third workday of the month for payment on the last work day of that month. Supervisors are to confirm that the student worker is enrolled in the appropriate number of units prior to signing the time card.

All time worked on weekends and/or holidays needs to be initialed by the supervisor. This is true for all departments, regardless of normal hours of operation (i.e if you're always open *on Saturdays, time worked on Saturdays still needs supervisor initials*).

Pay Day

Student workers are paid on the last work day of the month. Newly hired student workers will not receive their first check until the end of the second month after they

have begun working because they will not have submitted a time card until the last day of their first month of work.

Tuberculosis (T.B.) Skin Test

The California Education Code prohibits community colleges from employing individuals unless they have submitted required documentation indicating that they are free from T.B. All students who have been offered a position as a student worker must go to MiraCosta's Health Services Office for a TB risk assessment. Health Services will determine if a TB test is necessary. Student workers may not begin work assignments until they have received their TB clearance and provided it to Human Resources.

Both the Oceanside and San Elijo Health Services offices are closed when school is not in session. The TB clearance can be completed by any primary care provider. Call Health Services for any questions 760-795-6675.

Fingerprinting

Most students will be exempt from being fingerprinted. However, students working for the Child Development Center, Campus Police, or an office where cash is handled or sensitive information can be accessed will also be fingerprinted.

Sexual Harassment Policy

The MiraCosta Community College District is committed to providing an academic and work environment free of sexual harassment. Upon hire, each student worker is provided with the Sexual Harassment Policy Handbook, which includes procedures for filing, investigating, and resolving complaints of sexual harassment within the district. Supervisors are required to immediately report any potential violations of the sexual harassment policy ([AP 3430](#)) to Human Resources. In accordance with AP3435, the district shall provide sexual harassment training and education to each supervisory employee once every two years. Supervisors may participate in sexual harassment training groups through the professional development program or individually online through HR.

Work-Related Injuries

At the time of hire, the student worker is provided with a Worker's Compensation Handbook explaining the process that must be followed, should a work-related injury occur. In the event of a work-related injury, the Human Resources Office directs student workers to follow the process outlined on the next page.

If a student worker is injured while working, they should go to Health Services. If Health Services is not open, they go to US HealthWorks at 3910 Vista Way, Suite 106, Oceanside (in the Home Depot shopping center at the corner of Vista Way and College Boulevard). If US HealthWorks is not open at the time of injury, student workers can go to Tri City Hospital Emergency if necessary. If the injury is not serious, then the student worker can go to US HealthWorks the next morning. All work-related injuries must be reported to Health Services and an injury report must be completed.

In the event of a medical emergency, contact Campus Police by pushing the red button on your campus phone. Provide the dispatcher with pertinent information and remain on the line. Campus Police will immediately respond to the call and will contact Health Services and outside medical assistance when necessary. When Campus Police Dispatch is closed, the red button on the phone will automatically roll over to 911.

Emergency Preparedness

Inform student workers in your department that the college participates in emergency preparedness drills each year. Review the emergency preparedness procedure with the student worker and make them aware of your department's evacuation location. Student workers should also be informed where the department stores its first aid kit.

Parking

Student workers are not eligible for staff parking stickers and must park in student lots. If the student worker must work in the evening, please inform them that campus escorts are available by contacting Campus Police.

Performance Recognition

Student Worker of the Year Award

The Career Center coordinates the Student Worker of the Year Award to acknowledge excellent performance among student workers at MiraCosta College. Every spring an email is sent to supervisors to solicit nominees for this award. Nomination forms are reviewed by a committee composed of faculty, staff, and administrators from each of MiraCosta's campuses. All nominees and the Student Worker of the Year are recognized and celebrated at a meeting of the Board of Trustees.

Student Workers' Professional Development

The Career Center created several videos to assist students with various aspects of their career development and job/internship search. Its [You're Hired! Now What?](#) video presents an overview of positive workplace behaviors. You may want to ask each of your student workers to view it before their first day.

One of the [core competencies](#) expected of all graduates of MiraCosta College is the development of “skills for ongoing personal, academic, and professional growth.” You are helping the student workers in your department to grow personally and professionally – and, if you’re supervising an intern or co-op student, academically as well. Student workers should take advantage of professional development opportunities. The Career Center offers a variety of workshops and resources to help students with their development as emerging professionals, including preparing a resume and for interviews.

To reflect current best practice and to assist students with their professional development all student workers are required to create a resume and upload it to their JAIN account during their first year of employment as a student worker at MiraCosta College. The Financial Aid Office, CalWORKs, the Veterans’ Office, and the Institute for International Perspectives have authorized and endorsed student workers’ attendance and participation in Career Center workshops during their paid work hours. Students who plan to attend a workshop during work hours should ensure that they do not exceed 19.5 hours per week maximum and that they have your authorization to do so.

Student Workers’ Success and Evaluation

The job you offer a student worker may be their first job and you may be their first supervisor. Your discussing how well they are learning and executing their tasks is invaluable to their ability to express their competencies and achievements – an important skill for developing their professional network and interviewing for future opportunities.

To facilitate such discussions, a list of employers’ in-demand competencies is provided on the last page of this manual; it serves as an [evaluation form](#) for student workers. You are encouraged to review the evaluation form with the student workers soon after they are hired so they can learn about the competencies and seek opportunities to develop or strengthen them. Your inviting student workers to self-assess their strengths, discuss opportunities for growth, and – later in the semester – offering your constructive feedback can have many positive effects. It can elevate the importance of the student worker’s role within your department, help to foster their continuing professional development, teach them how to respond to constructive criticism, and spotlight those competencies they are proficient in as well as those which they could improve.

If at any time you are not satisfied with a student worker’s performance, schedule an appointment to meet with the student to discuss your expectations. You may want to set goals, create action plans, and establish a date for reviewing progress toward the implementation of these plans. As you and the student seek solutions, address the behavior rather than the individual and emphasize strengths rather than weaknesses. Note the date and topic of your discussion in the student’s file and follow up. Contact the Career Center for information and resources about addressing workplace issues.

Suspending or Dismissing Student Workers

The last thing any supervisor wants is to suspend or dismiss a student worker. If standards have been discussed; opportunities for practice, observation, and feedback have been provided; constructive feedback has been provided; the Career Center has been consulted; and yet the student worker has not met the department's expectations, then [BP/AP7365](#) should be consulted. BP/AP 7365 states, "The continued employment of any employee is contingent upon proper performance of assigned duties and personal fitness." The causes for the demotion, suspension, or dismissal of any employee can be found in BP/AP 7365. If after your best efforts, you find that you must dismiss a student worker, please notify the Career Center so the faculty and staff can assist the student with developing appropriate work habits.

Thank You!

Again, thank you for being a very influential person in the personal, professional, and academic development of a MiraCosta College student.



Supervisor Evaluation of Student Intern/Employee

MiraCosta College, 1 Barnard Drive MS # 8A, Oceanside, CA 92056; Phone: (760) 795-6772; Fax (760) 795-6773

Student Name: _____ Student I.D. #: _____

Company/Organization: _____ Student Job Title: _____

Rating Scale: 4 = Excellent (A); 3 = Above Average (B); 2 = Average (C); 1 = Below Average (D); NA = Not Applicable

Competencies	4	3	2	1	NA	Comments
<u>Professionalism/Work Ethic:</u> Demonstrates accountability/effective work habits; manages time/tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Communication:</u> Articulates thoughts effectively; speaks and writes well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Critical Thinking/Problem Solving:</u> Exercises sound reasoning and analytical thinking; researches sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Teamwork/Collaboration:</u> Builds collaborative relationships with colleagues and customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Digital Technology</u> Uses appropriate software for the task; proficiency in Office & Google	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Leadership:</u> Uses interpersonal skills to coach and develop others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Diversity/Intercultural Fluency:</u> Respects & appreciates different cultures, races, genders, religions, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Career Management:</u> Leverages appropriate strengths & skills; has developed career goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Adaptability:</u> Views change as an opportunity; open to new tasks, roles, viewpoints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Creative Thinking/Entrepreneurial Mindset:</u> Demonstrates originality and inventiveness in work; takes risks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Empathy:</u> Displays patience, honesty, respect, positive regard and actively listens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Resilience:</u> Anticipates consequences; creates options; bounces back	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Ethics/Social Responsibility:</u> Demonstrates integrity and ethical behavior; acts responsibly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Supervisor's Printed Name

Supervisor's Signature Date

Faculty Mentor's Printed Name

Faculty Mentor's Signature Date

Student's Printed Name

Student's Signature Date