



Student Worker Manual



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Contents

<i>Introduction</i>	3
<i>Student Worker Benefits</i>	3
<i>How to be a Successful Student Worker</i>	3
<i>Types and Funding of Student Workers</i>	4
<i>The Hiring Process and Procedures</i>	5
<i>New Hires</i>	5
<i>Employee Notifications</i>	5
<i>Employee Onboarding Dashboard</i>	6
<i>Tuberculosis (T.B.) Clearance</i>	8
<i>Fingerprinting</i>	8
<i>Filing Quizzes</i>	8
<i>Enrollment Requirement for Employment</i>	8
<i>Intersession Enrollment</i>	9
<i>Employment Information Work Hours</i>	9
<i>Time Cards</i>	10
<i>Pay Day & Rate of Pay</i>	10
<i>Overtime/Holiday Pay</i>	10
<i>Breaks</i>	11
<i>Absenteeism</i>	11
<i>Sick Leave</i>	11
<i>How to Report an Absence in Workday</i>	11
<i>How to View Sick Leave Balance</i>	12
<i>Tardiness</i>	13
<i>Appropriate Student Dress</i>	13
<i>Campus Policies and Information Parking</i>	13
<i>Confidentiality</i>	13
<i>Drug Free Workplace</i>	13
<i>Sexual Harassment</i>	13
<i>Driving for the College</i>	13
<i>Termination, Dismissal, or Suspension</i>	14
<i>Student Grievance and Due Process (Procedure VIII.E-01.e)</i>	14
<i>Emergency Preparedness</i>	14
<i>Performance Recognition</i>	14
<i>Student Worker of the Year Award</i>	14
<i>Thank you!</i>	14

Introduction

Congratulations, welcome, and thank you for choosing to work at MiraCosta College. We hope your work experience will compliment your classroom experience and will provide you with transferable skills that will be useful in securing meaningful employment after graduation.

The Career Studies & Services faculty and staff encourage you to continue to use the services we provide throughout your studies at MiraCosta College. We urge you to take advantage of our classes, workshops, and services.

Student Worker Benefits

As a student worker you will derive several benefits from your employment at MiraCosta College:

- Earn money for educational and personal expenses.
- Sharpen your professional communication skills.
- Improve your time management skills.
- Gain experience for future employment.

You will be a responsible and dependable asset to your department if expectations are clarified at the start of your job assignment. Meet with your supervisor to define your job, establish tasks and set goals.

How to be a Successful Student Worker

In order to succeed you will need to:

- Arrive to work on time for each assigned shift.
- Listen closely to directions, take notes, and ask questions if you are unclear.
- Take the initiative to learn new skills.
- Manage your time effectively.
- Maintain a positive attitude.
- Build collaborative relationships with your co-workers.

Different departments on campus have varying office procedures, so it's up to you to ask questions relative to specific procedures for your department.

The Career Center faculty and staff seek to help you develop the skills you need to be a successful employee and to achieve job satisfaction. Check the Career Center website at: www.miracosta.edu/careers for videos, events, and workshops.

Making an effort to be the best that you can be on the job will create a more rewarding work experience for you.

Types and Funding of Student Workers

District Paid Students	Campus positions are funded through departmental district funding.
Federal Work Study Students	<p>You must apply through the Financial Aid Office and meet the annual eligibility requirements. The U.S. Department of Education is the funding source and these funds can only be used for on-campus employment.</p> <p>As a federal work study student, you must notify your supervisor if your award amount changes, you are employed at more than one department, or if you drop below the half time status.</p> <p>You are also required to track your hours to ensure that you do not exceed your monetary award. If you exceed your award, your hours will be charged to your assigned department.</p> <p>Use the following formula to calculate the number of hours that you will be able to work for the semester:</p> <p>$\\$2,500 \text{ award} / \\$14.00 \text{ hourly rate} = 178.5 \text{ hours for the semester.}$</p> <p>To determine your weekly hours, use the weeks that are available for work in the semester:</p> <p>$178.5 \text{ hours} / 17 \text{ weeks in semester} = 10.5 \text{ hours per week.}$</p>
International Students	An F-1 visa and approval from the Institute for International Perspectives is required in order to work on campus. Campus positions are funded through departmental district funding
V.A. Work Study Students	Students utilizing GI Bill education benefits may be eligible to access this funding by working as a peer advisor to other veterans or in the Veteran's Office. Combined funding through the V.A. and MiraCosta College.
CalWORKs Work Study Students	CalWORKs eligibility is determined by the CalWORKs Office at MiraCosta. The positions are funded through the State of California.

The Hiring Process and Procedures

AP 7270 Student Workers: Reference Ed. Code 69960(f), 88003

“...Student workers shall not be part of the classified service and do not earn benefits; however, student works 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 to age, or at least 16 years of age with a high school diploma, to be employed by the district.”

New Hires

Congratulations on your new position! Once your supervisor has submitted their hire request in Workday and after you report your employment on [JAIN](#), Human Resources will initiate the hire and onboarding process on Workday. You can expect an email with the next steps. Be sure to check your spam as it can mistakenly go to your spam inbox.

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

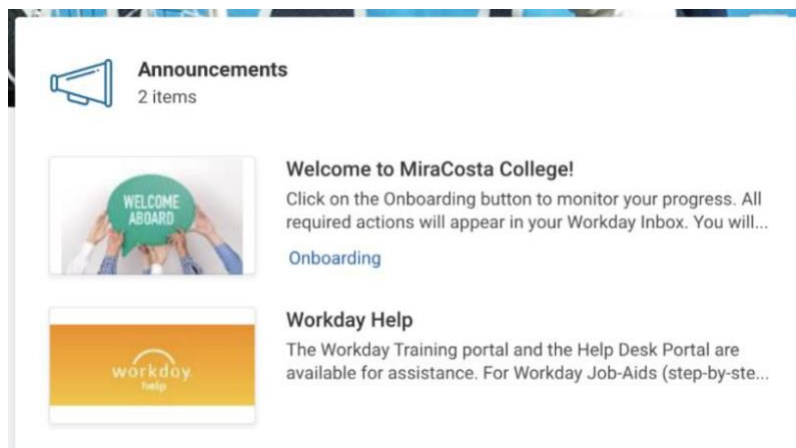
MiraCosta College does not discriminate in its admissions, employment practices, or its educational programs or activities on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, military and veteran status, or the perception that a person has one or more of these characteristics. MiraCosta College also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internally or externally. Reports of discrimination, harassment, misconduct, and concerns about noncompliance should be directed to the Title IX Coordinator, Hayley Schwartzkopf, 1 Barnard Drive, Office 1005, Oceanside, CA 92056, (760) 795-6672, or hschwartzkopf@miracosta.edu. For a complete copy of the policy or for more information, please contact the Title IX Coordinator or the Assistant Secretary of Education within the Office for Civil Rights (OCR).

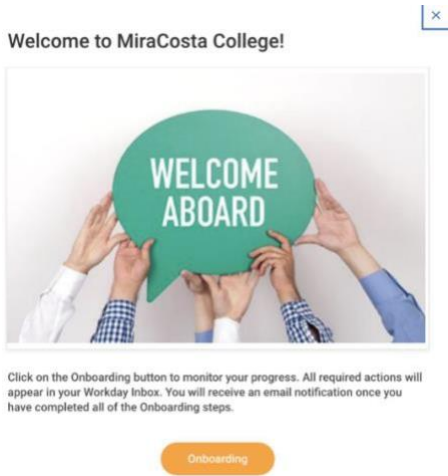
Employee Onboarding Dashboard

A dashboard has been created to assist newly hired employees with the onboarding steps. Employees can check their status in the overall onboarding process.

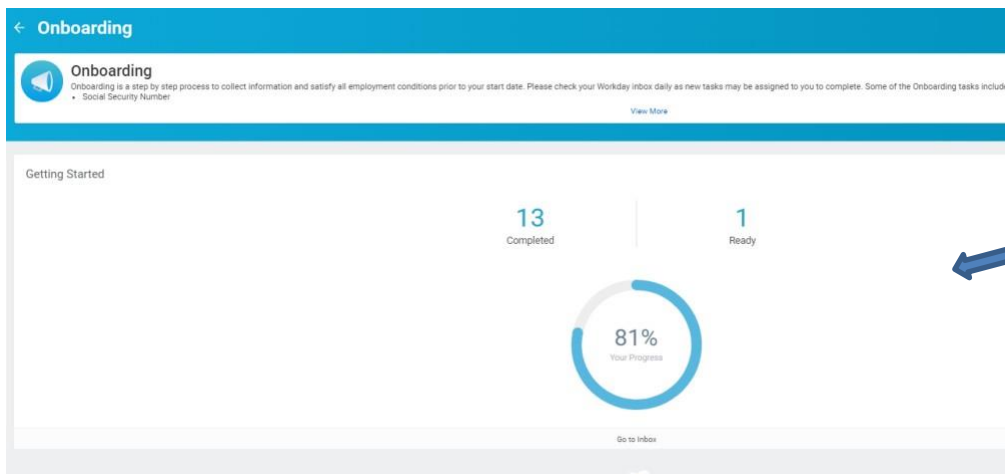
The employee onboarding dashboard can be found within the employee's home page. Below is an example of the dashboard to illustrate the location of the link:

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).



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.

This screenshot shows a detailed onboarding announcement. It features a speaker icon and a close button in the top right. The text explains the onboarding process and lists various tasks. A note at the bottom states that the State Tax Withholding Form cannot be completed in Workday until the employee reaches their start date. A final instruction asks the employee not to complete or submit information outside of the onboarding process.

Tuberculosis (T.B.) Clearance

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 applying for student worker positions are referred to MiraCosta's Health Services Office for a TB risk assessment. Health Services will determine if a TB test is necessary.

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 are exempt from being fingerprinted. However, if you are employed in the Child Development Center, Campus Police, an office where cash is handled, or an office which processes sensitive information about students or employees, fingerprinting will be required.

Filing Quizzes

If your position requires extensive filing, your supervisor may request that all applicants for the position take a filing quiz. If so, the Career Center staff will arrange a time and place for you to take the quiz.

Enrollment Requirement for Employment

There are several funding sources that may be used to hire you as a student worker. The enrollment requirements for each of these funding sources can differ. Check the chart on the following page for the units that you will be required to maintain in order to be eligible to continue your employment as a student worker.

Semester/Weeks	District Paid Students	Federal Work Study Students	International Students	V.A. Students
Fall or Spring	6 units	6 units	12 units (Check in with the IIP Office for exceptions)	9 units
Summer/8 Weeks	3 units	NO SUMMER FWS	3 units	4 units
Summer/6 Weeks	2 units		2 units	3 units
Summer/4 Weeks	1.5 units		2 units	

Intersession Enrollment

There are also rules regarding enrollment during the various intersessions between semesters.

Intersession Between Spring/Summer	Must have been enrolled in spring and registered for summer . (Federal work study students are not eligible for on-campus employment during this intersession.)
Intersession Between Summer/Fall	Must have been enrolled in spring or summer and registered for fall .
Intersession Between Fall/Spring	Must have been enrolled in fall and registered for spring .
For Spring Break	Enrolled during spring semester.

Employment Information

Work Hours

MiraCosta student workers may not work beyond 19.5 hours per week in all combined assignments while school is in session. Your work schedule will be established by you and your supervisor.

It is possible that you may be eligible to work additional hours between semesters. Use the chart on the following page to determine your eligibility.

District Paid Students	If you meet the enrollment requirements for your funding source, you may be eligible to work when school is not in session. If additional hours and funding are approved by your supervisor, you may work up to 40 hours per week.
Federal Work Study Students	You may start working two weeks prior to the beginning of the fall semester if you are enrolled at least half-time for the fall semester. You may start working two weeks prior to the beginning of the spring semester if you are enrolled at least half-time for the spring semester. The last day that you may access your spring award is the last day of the spring semester. If you do not complete all your hours during the semester, you may be eligible to work up to 40 hours per week if funding is available. Check with the Financial Aid office to ensure eligibility
International Students	Intersession employment may continue as long as you are enrolled for the current semester and the next available enrollment period. Intersession work hours <i>beyond 19.5</i> can be approved with permission from your supervisor and the Institute for International Perspectives.
V.A. Students	Eligible to work up to 40 hours per week during the intersession as long as the hours do not exceed the contract agreement.

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.

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 approving the time card.

Pay Day & Rate of Pay

The current rate of pay is \$14.00 per hour. Payday is the last working day of the following month. You will not receive a check until the end of the second month after you have begun working. Paychecks are submitted via direct deposit which you will set up during the onboarding process on Workday.

Overtime/Holiday Pay

Student workers must not work over 40 hours per week and do not qualify for holiday pay.

Breaks

Student workers may not work for longer than 5.5 hours without an unpaid lunch break of at least 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.

Absenteeism

In case of illness, contact your supervisor prior to your scheduled work shift. Plan ahead and notify your supervisor of any school-related absences at least 24 hours prior to the scheduled work shift.

Sick Leave

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

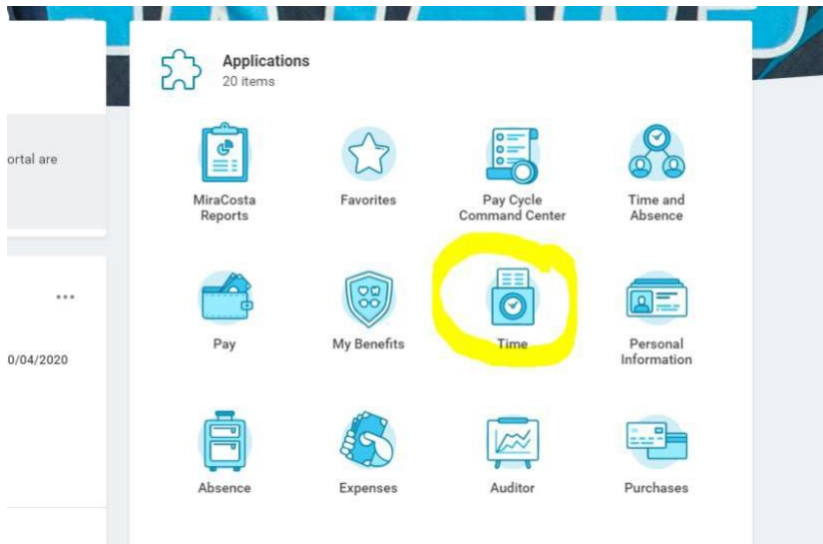
Newly hired employees may use their accrued sick leave after the 90th day of employment. Accrued sick leave up to 24 hours may be carried over to the next academic year, but will be capped at 48 hours.

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

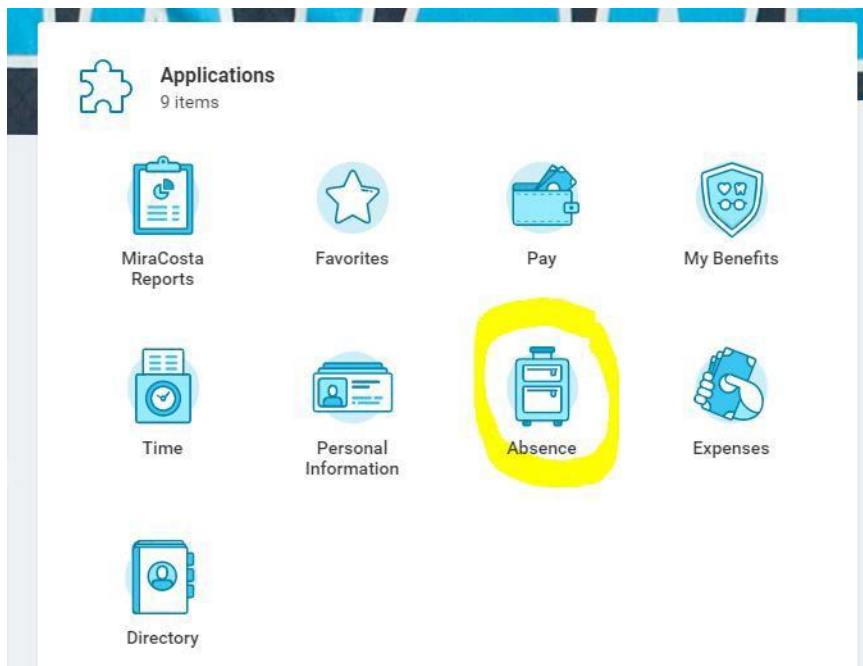
- ✓ Must have earned sick leave available.
- ✓ Must be scheduled to work.
- ✓ Cannot report to work due to a qualified sick leave reason as stated above.



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.



Tardiness

If you find that you are going to be late, contact your supervisor as soon as possible. Your supervisor is depending on you to arrive on time and it is important that you demonstrate personal accountability.

Appropriate Student Dress

It is important that you dress appropriately for your work place and for the tasks you will perform. Please check with your supervisor regarding appropriate dress and grooming for the department. As a student worker, you are representing MiraCosta College in your workplace.

The following are general guidelines for appropriate student dress and grooming:

- Avoid torn jeans, shorts, exercise, or beach attire
- Avoid t-shirts with negative graphics or statements
- Avoid spaghetti strap tank tops
- Avoid excessive fragrances

Before you go to work, take a few minutes to check that your clothes are clean and neat, and that you are groomed and ready to put your best foot forward.

Campus Policies and Information

Parking

Student workers are not eligible for staff parking stickers and must park in student lots. If you work in the evening and want a campus escort to your car, contact Campus Police to make arrangements.

Confidentiality

MiraCosta College maintains a strict confidentiality policy regarding student information such as income, social security numbers, credit card numbers, grades, and financial aid data. If you have any questions regarding confidentiality, please discuss them with your supervisor.

Drug Free Workplace

MiraCosta strives to maintain a workplace free from the illegal use, possession, or distribution of controlled substances. At the time of hire, you read and signed the Drug Free Workplace document stating the policy and requirements.

Sexual Harassment

MiraCosta College is committed to providing an academic and work environment free of sexual harassment. Refer to the Sexual Harassment Policy Handbook you were provided and required to read at the time of hire for procedures for investigation and resolution of complaints of sexual harassment.

Driving for the College

The college has implemented new policies and procedures for driving a personal/district vehicle or cart on district business. Check with your supervisor to ensure you have completed all the required paperwork and training.

Termination, Dismissal, or Suspension

According to Board Policy/Administrative Procedure 7365, “The continued employment of any employee is contingent upon proper performance of assigned duties and personal fitness.” Following that statement, the causes for the demotion, suspension, or dismissal of any employee (including student workers) are listed:

- Immoral or unprofessional conduct
- Dishonesty
- Unsatisfactory performance
- Evident unfitness for service
- Physical or mental condition that makes him or her unfit to instruct or associate with students
- Persistent violation of or refusal to obey the school laws of the state or reasonable regulations prescribed for the government of the community colleges by the board of governors by the governing board of the community college district employing him or her
- Conviction of a felony or any crime involving moral turpitude
- Conduct specified in Section 1028 of the Government Code

Student Grievance and Due Process (Procedure VIII.E-01.e)

MiraCosta College encourages students, faculty, and staff members to resolve differences informally whenever possible. If a difference cannot be resolved informally, a formal grievance may be filed.

Complaints under this policy may be brought for alleged discrimination based on, but not limited to, race, color, national origin, gender, marital or parental status, physical or mental disability, sexual orientation, Vietnam-era veteran status, or age. It is also appropriate to use this policy to file complaints about grades, college procedures, student behavior, sexual harassment, and other campus concerns.

Emergency Preparedness

The college participates in emergency preparedness drills each year. You should be aware of the evacuation location for your department in the event of an emergency. A first aid kit is also available in your department.

Performance Recognition

Student Worker of the Year Award

Student workers who perform exceptionally well are often nominated by their supervisors for the Student Work of the Year Award. In order to be nominated, students must demonstrate effective workplace competencies listed on the Supervisor/Mentor Evaluation of Student Employee (page 12). A panel of supervisors judges the nominations and selects which student will receive the award.

You help to make MiraCosta College an exceptional college. We appreciate the many talents and skills that you bring to your department.

Thank you!