



COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATIONS

**AR 7271 Student Employee Employment
Requirements**

ISSUED: March 15, 2010
REVISED:

I. **Definition:** Student employees are part-time students employed part-time in either a college work-study program or work experience education program or full-time students employed part-time in a District or other alternately funded program (California Education Code Section 88003.)

II. **Programs**

A. **Department Student Worker:** Students employees paid with funds coming directly from the department's budget allocated as part of the college's regular budget process. Full-time enrollment status is required.

B. **Federal Work Study (FWS):** Students receiving FWS grants are paid by the Federal Work Study Program, a federally-funded grant program available to full-time and part-time undergraduate students who demonstrate financial need. A Federal Work Study grant is good for only one academic year, beginning July 1 and ending June 30 of the following calendar year. Students must be approved to work under this program by the Financial Aid Office. Departments are allocated hours by the Financial Aid Office.

The department head, student, and Financial Aid Office are expected to monitor the balance in the grant agreement regularly to ensure uninterrupted employment in the department because once the student's FWS monies cease, the student's employment cease. Exception: Departments having funds in their budget to pay for the student's continued employment may do so.

C. **California Work Study (CalWorks):** Students receiving TANF (Temporary Assistance for Needy Families) benefits are offered an opportunity to work on campus. Students must be enrolled in at least a credit course and must be approved to work under this program by the CalWorks Office. Each student's assigned hours are allocated by the CalWorks Office.

III. **Enrollment Standards and Requirements**

A. Full-time and part-time enrollment status is determined by the college/university program where the student is enrolled. A full-time student in the Compton Community College District is defined as carrying 12 units or more during the regular semester or four units during summer session or winter inter-session.

B. Enrollment at a college or university outside the District must be at an accredited institution.

C. For summer or winter-intersession employment, full-time status during the preceding semester will qualify.



D. Verification of Enrollment

1. Students are responsible for providing verification of enrollment status showing number of units and enrollment dates before an assignment can be processed.
2. Department Heads are responsible for monitoring that student employees meet enrollment requirements for each assignment and any assignment extension submitted for processing.
3. Human Resources is Human Resources is responsible for auditing assignments to ensure compliance.
4. Enrollment verification documents are subject to outside audit and are to be retained for three (3) years.

IV. **Recruitment and Selection:** Hiring departments are responsible for recruiting student employees according to applicable District policy, procedures and program funding requirements.

V. Assignment Limitations

- A. **Assigned Hours Per Week Limit:** When classes are in session during the academic year, student employees are limited to working a maximum of twenty (20) hours per week. During academic recess periods, summer session, and winter inter-session, students may work up to 35 if they are not attending classes and program funding allows such an increase.
- B. **Multiple Assignments:** Student employees may accept more than one student employee assignment at the college providing the additional assignments do not result in the student's overall assignment exceeding the college's total allowable hours work specification.
- C. **Employment Limitations:** Student employees assigned to Student Worker job classifications are subject to a five-year employment limitation.

VI. Employment Standards

- A. **Restrictions:** Employment as of either a full-time or part-time student worker shall not result in the displacement of classified personnel or impair existing contracts for services (California Education Code Section 88076(6)). Positions filled by work-study students cannot have been occupied by a regular employee during the current or immediately preceding 12 months or violate any applicable collective bargaining agreements, or fill any vacancy due to a labor dispute (California Education Code Section 69952).



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- B. ***Employment of Students with Criminal Records:*** Unless the law states otherwise, a student who is enrolled in the District who is an ex-convict or on parole and who is not determined to be a sexual psychopath may be employed as a student worker to perform non-instructional duties in areas other than Academic Affairs and Student Services (California Education Code 87406.5). The Dean, Human Resources is responsible for determining the appropriateness of the assignment.
- C. ***Employment of Nonimmigrant Students:*** Unless authorized by the United States Citizen and Immigration Service (USCIS), nonimmigrant students may not work in the United States.
1. It is possible for a nonimmigrant student to be granted permission to accept part-time employment if the student can show that such employment is necessary to maintain him/herself as a student and that the necessity is due to unforeseen circumstances arising after his/her acquisition of student status.
 2. Application for part-time employment is made to the USCIS Office having jurisdiction over the area of the school the student is attending.
 3. If employment is allowed, the assignment may not exceed 20 hours a week while school is in session.
 4. It is also possible for the USCIS, upon the student's application, to permit his/her employment for practical training in his/her field of study, where it is recommended by the school the student is attending and is unavailable in the country of residence.
- D. **Employment of Minors**
1. Work permits may be issued to students who are under age 18, who have not graduated from high school, and who have been admitted to or enrolled at the college.
 2. A work permit is not required for high school graduates.
 3. ***Procedure for Issuance of Work Permits:*** The Human Resource Office completes California State Department of Education Form No. B1-1, "Statement of Intent to Employ Minor and Request for Work Permit" and issues the California State department of Education Form "B1-4, "Permit to Employ and Work". An additional work permit is required for any assignment extension as long as the student is a minor.
- E. ***Medical and/or Tuberculosis Examination Certification*** is not required for student employees.
- F. ***Fingerprints*** are required as part of the initial hiring process. The expense for fingerprinting is born by the District.
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VII. **Job Classifications and Salary Rates** are recommended by Human Resources and approved by the Board of Trustees upon recommendation of the CEO.

- A. All student employees are at will employees assigned to positions that are exempt from Academic and Classified services.
- B. Students are paid an hourly rate as determined by their job category.
- C. **Pay Rates:** Rates of pay among student employee positions reflect a gradually increasing level of pay related to job duties within each student job position series. Consequently, appointments to a student worker position are to be based on the range of complexities and duties expected, knowledge and skill requirements, and educational level attained.
- D. Recommendations for changes to existing Unclassified Service job classifications or salary rates and requests for new job classifications should be submitted to Human Resources for consideration.

VIII. **Compensation**

- A. Student employees are not eligible to receive any sick, vacation, or holiday pay and do not participate in health, unemployment insurance or retirement systems. Students are, however, covered by California State Disability benefits and worker's compensation.
- B. **Holidays:** When a holiday occurs on a day when a student employee would normally work, the student employee schedule may be adjusted so that the employee works an alternate schedule. When such an adjustment occurs, the total number of hours worked in a given day may not be over 8 and the total number of hours worked in a given week may not be over 40. All such schedule adjustments must be completed during the pay period in which the adjustment occurred.
- C. In the event the college should close due to an unexpected major emergency, student employees on duty at the time of the closing will be compensated for the remainder of that day's schedule.

IX. **Work and Schedule Requirements**

- A. **Hours of Work:** Available funds and the needs of the college determine the number of hours assigned to each student employee.



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- B. **Lunch Breaks and Rest Periods:** California Labor Code determines lunch and rest periods for employees. The number of hours a student employee works on a given day determine lunch break and rest period time as follows:
1. A **lunch break** is to be taken within five (5) hours of the start of the work day whenever a student employee is assigned to work six (6) or more hours in a given day.
 - The minimum amount of time for the lunch break is 30 minutes. Lunch break time is unpaid.
 - With the mutual consent of the supervisor and employee, employees assigned six (6) hours in a given day may waive the unpaid lunch break period.
 - Lunch periods for employees working over six (6) hours a day may not be “skipped” to shorten the workday.
 2. **Rest Periods:** A minimum 10-minute paid rest period must be provided for every four hours worked or major fraction thereof. California Labor Code provisions state that if an employer fails to provide an employee a rest period, the employer shall pay the employee one hour of pay at the employee’s regular rate of pay for each workday that the rest period is not provided.
- C. **Supervision**
1. Student employees work under the immediate supervision of an Academic or Classified employee who is on duty during the time the student employee is assigned. Such supervision need not be in the same physical vicinity as the student’s work assignment but must be such that general supervision can be exercised.
 2. Unless the Student Employee Job Description states otherwise, student employees do not exercise supervision over other employees. When student employee positions do exercise supervision, such supervision is of a generalized nature over lower-level student employee positions within a designated student employee job series performing specific tasks, e.g., Student Worker V may exercise supervision over Student Worker 1.
- D. **Time Reporting:** It is the supervisor’s responsibility to report student employee working hours to the Payroll Office by the last working day of the month on the District’s designated time report.
- X. **Termination:** When a student’s assignment ends prior to the end date on his/her assignment, the Department Head is responsible for initiating a Termination Student Personnel Assignment Request.