



Origination 06/1999
Last Approved 05/2021
Last Revised 05/2021
Next Review 05/2031

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Chapter 3(CC)&7
Policy Area Chapter 7 Human
Resources
References CCLC | Good
Practice/
Optional

AP 7270 Student Employees

(Replaces current SBCCD AP 7240)

- Education Code Section 88003 allows part-time employment of students outside the classified service.
- Limit(s) on hours that a student may work when enrolled in classes.
- Processes for hiring student employees.
- The District provides employment opportunities for its students through various federal, state, and locally funded programs related to FWS work-study, work experience, and CalWORKs/welfare to work, veterans, international students, and student employees.

Only students who demonstrate current enrollment within the San Bernardino Community College District can be employed as student employees. Student employees may only be employed as student assistants hired by specific departments or placed in particular departments/offices through the work-study program while enrolled in classes.

Full and part-time students in the District shall only be employed part-time regardless of funding source and shall not be a part of the classified service (see education code 88003) nor perform tasks commensurate with an established classified position. Student employees are hired to gain work experience and develop new skills. Tuberculosis tests are required for all student employees. Additional clearances (e.g., fingerprinting, etc.) may be required based on the work location and assigned responsibilities. Student employees can only work in one capacity (i.e., cannot work as a student employee and a short-term or professional expert or substitute).

A student employed by the college on a part-time basis and meeting the relevant enrollment criteria below is defined as a student employee. Student employees shall not be part of the classified service and do not earn benefits; however, student employees are covered by Worker's Compensation for injuries or death incurred while performing services for the District. Student employees must meet all human resources employment criteria prior to beginning employment as a student employee.

Fall and Spring Semester Employment

In order to be employed as a student employee during the fall and/or spring semester(s), a student must be enrolled at least half time (six units). Enrolled student employees may work up to 20 hours per week except as outlined below.

A. Intersession Employment

Student employees may be permitted to work up to 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 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.
5. If adequate funding is available to cover the student wage, student employees may continue employment in the summer if they have been employed in spring, enrolled at least half time for the spring semester, and are enrolled at least half time for the fall semester.

B. Summer Employment

District-funded student employees 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 employees not enrolled for summer classes may be permitted to work up to 40 hours per week; however, federal work-study students must be enrolled

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. Pre-hire Requirements

In order for student employees to begin employment and be paid, they must complete a hiring packet within the department hiring the student, CalWORKS, veterans, etc. Any department completing the hiring packets must submit the hiring packets to Human Resources. No student employee can begin employment until Human Resources provides an approval start date.

E. Breaks

Student employees may not work for longer than 5.5 hours without an unpaid lunch break of at least 30 minutes. Student employees 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. Classified Hourly Time Sheets

Classified Hourly Time Sheets must be completed at the end of each pay period, signed by both the student employee and the non-faculty supervisor (manager on record), and submitted to the Payroll Department (see payroll time sheet deadlines <https://wiki.sbccd.org/FiscalServices/Payroll/Pages/Payroll.aspx>).

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.

A student employed by the college on a part-time basis and meeting the relevant enrollment criteria below is defined as a student employee. Student employees shall not be part of the classified service and do not earn benefits; however, student employees are covered by Worker's Compensation for injuries or death incurred while performing services for the District. Student employees are limited to work a maximum of 195 days per fiscal year. Student employees must be at least 18 years of age to be employed by the District, unless student has graduated high school or obtained GED.

1. In no case will a student perform services which supplant work being accomplished by any district permanent employee.
2. Students dropping below the required units per semester shall be disqualified from student employment for the remainder of the semester (additional policies and regulations apply and should be obtained from the appropriate office (CalWORKS, veterans, international students)).

Federal Work-Study Program

The Federal Work-Study Program is for students who have been determined, through the Financial Aid application process, to have financial eligibility and who are in need of earnings to pursue a course of study at the District. A secondary purpose of the program is intended to broaden the range of worthwhile job opportunities for qualified students.

EMPLOYMENT OPPORTUNITIES

A. Enrollment

A student must be continuously enrolled in six (6) or more units of credit classes during a regular session, or three (3) or more units during a summer session in a college of the District in order to qualify for employment. Enrollment must be maintained at or above the minimum level throughout the period of employment. Units that are "challenged" for credit do not count toward meeting the minimum.

B. Benefits

Student employees do not qualify for District-paid health and welfare benefits, social security, Medicare, or retirement benefits, nor are they paid a shift differential.

CALWORKS STUDENTS

A. Definition

CalWORKs students are required, by the county, to participate in an approved activity which could be a combination of school and work totaling up to thirty-two (32) hours per week.

B. Authorization

The Chancellor or his/her designee must approve CalWORKs employment before any pay

warrant is issued. Authorization for employment is obtained through the CalWORKS Department at SBVC and the Campus Business Office at CHC. All authorizations expire at the end of the fiscal year on June 30 and must be renewed if the student works into the new fiscal year.

C. Limits

A CalWORKs student may be employed on work-study for as many hours a week as is needed to meet their weekly work requirement as determined by the County Welfare Office.

D. Rates of Pay

Rates of pay for all student employees will be consistent with state and federal employment regulations.

References:

Education Code Sections 69960(f) and 88003

Approval Signatures

Step Description	Approver	Date
Final Board Approval	Kelly Goodrich	05/2021
Reviewed and Approved per AP 2410	Kelly Goodrich	05/2021