



Student Assistants

A Training Guide for the Chabot – Las Positas Community College:

CLPCCD Policy and Procedures for hiring
and employing student assistant
employees

(effective July 1, 2007)



Introduction

- Hiring rules have changed
- Pay rate scale has been changed
- Pay rate placement has been changed
- Forms have changed



Topics of Discussion

- Definitions
- Work hour limitations
- Rules regarding enrollment
- Hiring paperwork
- Q & A



Definition of 'Student Assistant'

- A student who is hired by the college to work on an hourly basis.
- We tend to use this as a generic term for students hired through college funds, but technically it refers to *any* student hired in a student position.



Definition of 'Federal WorkStudy Student Assistant' (FWS)

- FWS jobs are paid out of federal financial aid funds and are part of a student's financial aid award.
- Funds are allocated by academic year for departments and/or per student; job descriptions must be provided per federal regulations.
- The college must match 25% of the FWS funds allocated out of other funds.



Definition of 'CalWORKS Student Assistant'

- The CalWORKS program allocates CalWORKS funds to its students to be able to work and gain experience.
- These funds must be matched 25% with another source of funds, which could be from the college budget or special budgets such as Federal Workstudy.



Definition of Direct 'Supervisor'

- Refers to any district employee (classified, faculty, or administrator) who will have direct reporting responsibility for the student.



Definition of 'Hiring Administrator'

- Refers to the administrator (president, vice president, dean, assistant dean, or director) responsible for the direct supervisor to whom the student assistant reports

Definition of “New Hire” vs. “Rehire”

- ‘New Hire’ refers to a student who has not worked for the college or who has not been approved by the Board of Trustees to work in the district in the past academic year.
- ‘Rehire’ refers to a student who has been approved to work by the Board of Trustees in any area of the college within the current or most recent school year.
- * For 2007-2008 only, ALL students will be considered ‘New Hires-however HR will accept the forms they have on file other than the Requisition, TB and Confidentiality statement

Work Hour limitations

Student assistants are not to exceed:

- Fall and Spring –
 - twenty (20) hours per week while classes are in session
- Summer-
 - 20 hours per week while enrolled in a Summer session.
 - Thirty-four (34) hours per week while not enrolled.
- Session breaks
 - Thirty-four (34) hours per week during session breaks.
- **Classes are considered to be in session during final examination week.**



Work Hour Limitations

- Students may be employed by several on-campus offices concurrently; however, they may not exceed the maximum number of hours (20 or 34 combined) allowed per week.
 - In order to track your students work sites and hours, please discuss with your student their intent to work in other places on campus.



Work hours: breaks in the day

- It is the supervisor's responsibility to inform the students that they are entitled to a 15-minute paid break for every four (4) consecutive hours of work, at approximately the midway point. They must take uninterrupted unpaid lunch for at least 30 minutes when working six (6) or more consecutive hours in one (1) day.



Rules regarding enrollment

- Student Assistants:
 - must be enrolled in at least one class during the term they are working.
- Exemption for summer employment – a student must have successfully completed the Spring semester immediately preceding the summer they are to be employed, but need not be registered for summer to work.



FWS requirements for enrollment

- FWS students must be enrolled in at least 6 units (halftime) during fall and spring.
- Employment is possible during the summer break pending availability of funds.
- Students must be enrolled in at least 3 units to work during summer.



Hiring an International Student

- International students may be hired only if they have an F-1 visa and a Social Security Number. International students must have approval from the Dean of Enrollment and Student Support Services
- International students may not be hired by FWS or CalWORKS programs.



Student assistant positions are of a temporary nature.

- The maximum effective employment period of a student assistant is from July 1 to June 30. Student Assistant services are automatically terminated June 30 of each fiscal year.
- Student Assistants may be rehired effective on or after July 1 of the new fiscal year.

Hiring forms are now online!

- They are located on the District Services Intranet under 'Human Resources'

Type 'info' in your browser

Click on 'HUMAN RESOURCES'

Click on 'FORMS'

Download the forms under 'Student Assistant forms'

These are FILLABLE pdf forms; you can type in them and then print and sign.



New Student Pay Scale

Category	Step 1	Step 2
A	\$ 8.00	\$ 8.50
B	\$ 8.75	\$ 9.25
C	\$ 9.50	\$10.00
D*	\$10.25	\$10.75

New Pay Scale Rules:

- All students are considered 'NEW HIRES' for 2007-2008
- New hires begin at Step 1.
- Category D requires the approval of a Vice President.



Pay Scale Rules, continued

- **New Hires may be approved to begin at Step 2 only by Special Exemption.**
- **A statement must be attached to the hiring requisition detailing justification for the exemption.**
- **Students being advanced from Step 1 to Step 2 must work a minimum of 200 hours in the same position.**



Determining correct Pay category

PAY CATEGORY AND RATE SCHEDULE

(effective 7-1-07)

Category A - Student Assistant

Step 1: \$8.00

Step 2: \$8.50

No experience required. Under direct supervision, performs entry-level manual and clerical tasks that require one-step demonstration and limited use of independent judgment and creativity. Tasks are simple, routine and recurring.

Determining correct Pay category

PAY CATEGORY AND RATE SCHEDULE

(effective 7-1-07)

Category B- Student Assistant

Step 1: \$8.75 Step 2: \$9.25

Requires specialized training, broader range of expertise and greater responsibility. Experience and/or education in an area related to the work assignment is required. Under general supervision, performs tasks that require a moderate degree of experience and independent judgment.



Determining correct Pay category

PAY CATEGORY AND RATE SCHEDULE

(effective 7-1-07)

Category C- Student Assistant

Step 1: \$9.50

Step 2: \$10.00

Requires minimum of one year's work experience which will demonstrate the skills, ability and proficiency to work on complex assignments within the scope of student assignments, under general and limited supervision.

Determining correct Pay category

PAY CATEGORY AND RATE SCHEDULE

(effective 7-1-07)

Category D* - Student Assistant

Step 1: \$10.25

Step 2: \$10.75

Requires a high degree of knowledge of work assignment or closely related area. Must possess skills and demonstrate a high level of proficiency necessary to perform highly complex tasks. Must be able to assume considerable responsibility and/or work under little supervision. Performs tasks that require a high degree of independence, responsibility and creativity within the scope of student assignments

* Requires the approval of a Vice President



Student Personal Information Form

- Please make sure that students fill out this form completely.



New: Enforcement of Requirement for Tuberculosis Certification

- All employees, including student assistants, upon initial employment are required to present a certificate from the examining physician and surgeon giving evidence of freedom from active tuberculosis.
- (These provisions shall not apply to any employee who files an affidavit based on adherence to the faith or teachings of any well-organized religious sect, denomination or organization as provided in the Education Code)

TB certifications are FREE for students

- Students may provide a current certificate if testing was performed within that past 4 years.
- Students may receive a free TB test at the Chabot Health Center. Student must call for an appointment.
- Two visits will be required, one to initially take the test, a second within 48 – 72 hours to complete the test. Students should not take the test unless they know they can make the second visit on time.



Tuberculosis (TB) Certificate Information

- Students must sign and date the District TB Certificate Information form, and attach to it the TB test.
- If submitting a previous test it must be dated within the prior 4 years.
- Students *cannot begin work* until their TB certificate is submitted.



Employment Eligibility Verification- I-9 form

Please assure that this section is filled completely:

In section 1:

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen or national of the U.S.
- A Lawful Permanent Resident (Alien # A____)
- An alien authorized to work until ____/____/____

(Alien # or Admission #) _____

In Section 2: Please fill in the date of hire



I-9 form

Employment Eligibility Verification

- Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).
- Supervisors/Hiring Administrators must attach copies of the documents used for the I-9 verification.

Important: HR would like to also see copies of the social security card, if the social security card is not attached with the 1-9

Where do the hiring forms go next?

- If your *division budget* pays for the student assistant, it goes to the Dean or VP for signature.
- If *FWS* and/or *CaWORKS* will be paying, the form is signed by the dean or VP, and then sent to financial aid and/or Cal Works to be completed.
- Then the forms are sent over to Office of Human Resource Services for approval and/or processing.

Note: Incomplete forms are will be sent back to the supervisor and this will delay Board approval as well as the student getting paid on-time.

Also it is the supervisor's responsibility to keep track of where the forms are in the process. If the student assistant hiring packet does not get submitted to the Office of Human Resource Services by the board deadline date, it will not be processed in time for payroll or for Board approval.



Where do the hiring forms go next?

- If the student you are hiring is an *international student* on an F1 visa, the form is forwarded to Dolly Balangitao, *Special Admissions Coordinator* to validate that all mandated federal requirements have been met to allow the student to work.

When can a student assistant begin work?

- For FWS and CalWORKS, the student may begin work when the financial aid or CalWORKS office sends a copy of the completed requisition to the office.
- For all other student assistants, they may begin work the day after the Board of Trustees meeting when they were approved (usually 1st and 3rd Tuesday meetings, start on Wed)



Q & A
