



**STUDENT EMPLOYMENT HANDBOOK
FOR
STUDENT EMPLOYEES AND SUPERVISORS
2015-2016**

Table of Contents

GUIDELINES FOR STUDENTS	3
FINDING WORK & APPLYING	3
TIMESHEETS	3
Breaks.....	3
ATTENDANCE/PUNCTUALITY	4
COMMUNICATION	4
CONFIDENTIALITY	4
WORK ETHIC	4
APPEARANCE	4
RESIGNATION PROCEDURES	5
TERMINATION.....	5
GRIEVANCE PROCEDURES.....	5
APPENDIX	5
GUIDELINES FOR SUPERVISORS.....	6
RECRUITING	6
Student Eligibility.....	6
HIRING.....	6
SCHEDULING.....	7
<i>Start/End Date.....</i>	<i>8</i>
<i>Breaks.....</i>	<i>8</i>
<i>Absences</i>	<i>8</i>
<i>Exams.....</i>	<i>8</i>
<i>Holidays and Break Periods.....</i>	<i>8</i>
TRAINING.....	8
TIMEKEEPING.....	9
PERSONNEL FILES/DOCUMENTATION.....	9
SUPERVISING/MENTORING.....	10
EVALUATING.....	10
TERMINATING.....	10
MISCELLANEOUS	10
APPENDIX	11

Guidelines for MC Student Staff

Campus employment can be a great way to earn some money while attending school. It offers multiple advantages such as proximity to your classes and an employer who values your commitment to school. Still it is a job, and you will be expected to treat it like one. The following guidelines may help.

Finding Work & Applying

- The Career Transfer Center website has a section devoted to Campus Jobs and other employment. Check there to review job listings. You can also post your resume, application form, and related materials on the site. With some exceptions, students need to be enrolled full-time (12 units) to be eligible for student staff positions. Students may use internship credit to meet the 12-unit requirement. Please contact the Career Transfer Center, (805) 553-1536, 1st floor Fountain Hall, for further information. Students are encouraged to pursue employment in their discipline.
- Being proactive in a job search also involves asking around and talking to people. If you see others working at a job you'd like, ask them about it. Network with friends, faculty, staff, and others you meet.
- All campus jobs require filling out an online district application form, found at jobs.vcccd.edu. Please note that filling out this application does not notify potential campus employers of your interest. You will need to post a copy of this application to the Career Center site and/or provide it directly to hiring supervisors.
- Present yourself well through your application form, résumé, or other application materials. Visit the Career Transfer Center for more help in Fountain Hall 1st floor.

Timesheets

- Student employee timesheets are submitted online through the college portal. Check with your supervisor for instructions on adding and using the timesheet channel in your portal.
- The student's responsibility is to complete and submit accurate and truthful timesheets by the deadline. The deadlines are the 15th, 30th and 31st of each month.
- Late timesheets must be submitted on paper timesheet forms. Payment for late timesheets may be delayed.

Breaks

- Students are entitled to one 15-minute break for every four-hour block worked. This fifteen-minute break period includes travel to and from the break site. The breaks should not be combined and taken together, or accumulated for purposes for leaving early.
- Students must take a minimum 30-minute work free non-paid meal period when scheduled to work 5 or more hours (per section 288 of Personnel Committee Classified Handbook).

Attendance/Punctuality

- Student employees are expected to be at work on time and stay until the end of their agreed-upon work period.
- Exceptions may be made when students make prior arrangements with their supervisor.
- If an employee will be absent, he/she needs to contact the supervisor as soon as possible. Discuss with the supervisor the best means of communication.
- If the supervisor is not available, the student must leave a message via voice mail and/or by email.

Communication

- Find out from your supervisor the best way(s) to reach her or him to communicate about absences and any other work-related issues.
- Let her or him know the best way(s) to communicate with you.
- You may be required to periodically check your my.vcccd.edu email for work-related messages. Find out your supervisor's expectations.
- Make sure to inform your supervisor if you drop below the required units to work.

Confidentiality

- Some student employees will have access to confidential information and be privy to confidential conversations that, by law, must remain private. This is a federal regulation called FERPA (Family Education Rights & Privacy Act,) and it requires that we must at all times protect the privacy of students and their records unless they give us written authority to pass along information.
- Do not discuss students, their circumstances, or conversations you hear outside of the office.

Work Ethic

- Personal calls should be made during breaks, and incoming personal calls should be limited to important and/or emergency situations. No cell phone calls or texting during work hours.
- Computer use for personal or class work purposes are not allowed during work time unless permission is granted by the supervisor.

Appearance

- Upon hire, the supervisor will discuss with each student appropriate dress for the position.
- Please follow acceptable standards of personal hygiene.

Resignation Procedures

- A minimum of two weeks' notice is requested when resigning from any position.
- Employees should submit their resignation in writing directly to their supervisor and include a specific final date of employment.

Termination

- Students may be terminated if they do not meet the work standards outlined for them by their work supervisor.
- Students will be terminated if they drop below the required number of units.

Grievance Procedures

A grievance may be initiated by a student whenever the student believes that he/she has been subject to unjust actions or denied normal student rights as stipulated in college regulations and State Education and Administrative Codes. A grievance may be initiated by a student against any other student or any employee of the college.

- For discussion and resolution of problems that exist in the work place, students should always go to their immediate supervisor.
- If the problem is not resolved to the student's satisfaction after working with the immediate supervisor, they should contact the Division Dean or Director or appropriate Administrator.

Appendix

Attached to these guidelines, please find:

- Online Timesheet Instructions
- Sample Payroll Schedule
- The District Wage Schedule

In addition, you might find it helpful to keep copies of other documents related to your student employment, for example:

- Your application form and any supporting materials,
- Your job description,
- Your signed Rules and Responsibilities Agreement (from your supervisor),
- Your signed Confidentiality Agreement (from your supervisor), and
- Any training materials provided by your supervisor.

Guidelines for Supervisors

Recruiting

- Create a written job posting including a job title, description, list of duties, minimum qualifications, and desired qualifications. The attached Appendix may be helpful.
- Ensure that the hiring of student employees will not result in the replacement of classified staff or the impairment of existing contracts or services.
- Post the job description on the NACELink site maintained by the Moorpark College Career and Transfer Center. For more details see the Student Employee/Staff Job Posting, Search & Application Process.
- Consider also more active recruiting by seeking recommendations from those who might know of good candidates. For example Math and English faculty might be able to suggest potential tutors, and Child Development Faculty might be able to suggest students for the Child Development Center. The Financial Aid and CalWORKs offices might be able to suggest students whose wage would be subsidized.
- Be sure that all applicants have completed the online application form (ORAP) on the district hiring web site. Get a copy of the completed application. You may also ask for additional documentation as appropriate (e.g. departmental application form, resume, academic transcript, references, etc.)

Student Eligibility

- Student employees/staff must be enrolled in at least twelve (12) units during the semester in which they are employed unless the student has an exemption through the Federal Work Study, CalWORKs, or Disabled Student Program and Services (ACCESS) programs. Student employees/staff employed during the summer must have been enrolled in at least twelve semester units during the previous spring semester or be enrolled in at least twelve semester units for the upcoming fall semester, unless exempted as above.
- Student employees/staff cannot work within the VCCCD in any other classification simultaneously. Students previously employed as classified seasonal employees must have a six-week break in service before working as a student employee/staff.

Hiring

- If you and the student come to agreement on a hire, clarify the relevant details: job overview, rate of pay, schedule, expected number of hours per week, authorization amount, etc. You may find it useful to complete a Notice of Employment form at this stage.
- Initial placement of students will be on Step 1. Students will move to the next step after completion of approximately 800 hours of service. Step increases shall be recommended by the supervisor.

- Work with the student to complete the district hiring packet found online in [HR Tools](#). The start date listed on the authorization form must allow at least 10 working days to process the packet. Obtain the necessary signatures and submit the packet to Business Services.

REQUIRED DOCUMENTATION FOR HIRING (See HR Tools)

- A. Authorization of Employment for Student Hourly
 - B. Student Employee Application (ORAP)
 - C. W-4 (changes each year)
 - D. Retirement System Status Questionnaire
 - E. Relative Status Form
 - F. Oath or Affirmation of Allegiance for Civil Defense
 - G. Gender and Ethnicity Form
 - H. I-9
 - I. Emergency Contact Information
 - J. Conviction Record Data Sheet
 - K. Copy of Social Security Card
 - L. Designation of Person to Receive Paycheck
- Once the student has been approved by Business Services to start work, they will be contacted by Business Services to arrange for fingerprinting and completion of the I-9 documentation.
 - Before the student starts regular duties, work with him/her to complete a Rules and Responsibilities Agreement, a Confidentiality Agreement, and perhaps a Notice of Employment. (See attached samples.)

REQUIRED DOCUMENTATION FOR REHIRING – CONTINUING STUDENT EMPLOYEES/STAFF

- A. Authorization of Employment for Student Hourly
- B. Relative Status Form
- C. I-9

Scheduling

Create a mutually agreeable work schedule that accommodates academic requirements. Students may not work while their classes are in session! Student employees/staff are limited to working 20 hours per week while classes are in session and 35 hours per week during the summer and when classes are not in session (i.e., winter and spring breaks). Students participating in federal or state work study/work experience programs may work up to 35 hours per week as dictated by the program. Students are not allowed to work more than 8 hours a day.

When creating work schedules, students and supervisors are advised to consider:

- The student’s course schedule
- Academic requirements and exam schedules
- The student’s authorized amount and hourly wage

Start/End Date

- Students may not start to work without formal notification of approval.
- Students may not start to work before the start date on their authorization form
- Students may continue working until the end of their authorized period of employment, or until their award runs out, whichever comes first. Students may not continue to work after their authorized period of employment has ended or after depletion of their award. It is the responsibility of the student and the supervisor to monitor earnings to be certain this does not happen.
- Students may not continue to work if they drop below the required units to work.

Breaks

Students are entitled to one 15-minute break for every four-hour block worked. This fifteen-minute break period includes travel to and from the break site. The breaks should not be combined and taken together, or accumulated for purposes for leaving early. Students must take a minimum 30-minute work free non-paid meal period when scheduled to work 5 or more hours (per section 288 of Personnel Committee Classified Handbook).

Absences

Students who are unable to report to regular scheduled work assignments due to an emergency are expected to notify their supervisor(s) immediately. In non-emergency situations, students should notify their supervisor(s) well in advance of necessary absences.

Exams

During final exam week, the supervisor will alter students' work schedules to allow them to meet their exam schedules and to work the number of hours agreed upon. Students can only work 20 hours a week during final exam weeks.

Holidays and Break Periods

Because departments depend on student employees, some may expect students to work holidays or break period so that required services may continue uninterrupted. This expectation should be made clear to the student during the hiring interview and should be stated in the student's job description.

Training

- Review the administrative details of the job: start and end dates, schedule, pay rate, etc.
- Review relevant policies and expectations: breaks, absences, confidentiality, rules and responsibilities, dress code, communication, etc.
- Review the job description.
- Provide adequate training to perform assigned tasks, keeping in mind how people learn best – reinforce what you say with written materials and with opportunities for practice.

- Provide written instructions (from payroll) for setting up online timesheets and recording hours worked. Provide additional explanation and support as necessary. Review appropriate payroll policies.
- Provide a payroll calendar and a copy of the student pay structure
- Provide ample opportunity for questions along the way.

Timekeeping

- Decide when you need timesheets from students. Give yourself enough time to review and approve them prior to the payroll deadline.
- Notify the MC person processing student payroll before the start of a new pay period if you will be out of the office and will not be able to approve the student timesheets for that pay period. Let her/him know who will be designated to approve the timesheets during your absence. It should be someone within your department.
- Alert students to submit their timesheets by the 15th, 30th, or 31st of each month in order for you to meet your deadline to approve the timesheets.
- Review and approve all the timesheets prior to the payroll deadline. Approve only the hours actually worked – lunch, sick days, holidays, etc. are not considered hours worked. It is very important that supervisors follow the deadline schedule and approve the timesheets on time. A deadline schedule will be provided to all supervisors at the beginning of each fiscal year.
- 15-minute rest breaks ARE paid but 30-minute meal breaks are not.
- Comply with all Payroll Department procedures.
- Late timesheets will need to be submitted on paper forms (available from the copy room adjacent to A-150 in the administration building).

Personnel Files/Documentation

The supervisors are to keep a copy of the completed hiring packet and other job related documents and maintain an informal desk file on each student.

RECOMMENDED DOCUMENTATION FOR STUDENT EMPLOYEE FILE

- **Hiring Packet**
- **Student Employment Job Description**
- **Student Worker Interview Form**
- **Student Employee Rules and Responsibilities**
- **Student Employee Confidentiality Agreement**
- **Student Employee Notice of Employment**
- **Student Worker Evaluation Form**
- **Copies of any paper time sheets**

Supervising/Mentoring

Many student employees have never had jobs before. Not only are student employees here to assist with the work of the college, but we are here to help them learn how to be good employees. It is our job to communicate expected standards and to offer guidance when students fall short of those standards.

Evaluating

One way to help students learn is through regular feedback, both formal and informal. Consider offering formal evaluations once each term. Feel free to use the attached Student Employment Evaluation Form.

Terminating

Mentoring, guidance, and feedback should be the first response when student employees/staff fail to meet expectations. When these do not succeed, termination may be necessary. It is recommended the supervisor provide oral and written warnings before taking action to terminate, and that those warnings be well documented. There may be exceptions that require immediate termination.

Also, students must stop working immediately if they are 1) suspended, 2) withdraw from school, or 3) drop below the appropriate amount of units as required by their award or general fund status.

Miscellaneous

Supervisors must comply with all federal, state, and local labor laws and regulations. Comply with the Title IV Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1983 and not discriminate on the grounds of sex, race, color, national origin, sexual orientation, or disability.

Any student suspected of stealing, falsifying timesheets, or releasing confidential information should be referred to the Dean of Student Life for discipline procedures.

The use of alcoholic beverages and illegal drugs while working on campus is absolutely forbidden. Please refer to the District Drug-free Policy.

Appendix

Please find the attached documents which may support you in your work as a supervisor. Feel free to use, modify, or ignore these as you see fit. Additional supporting documents can be found in the student section of this handbook.

- **Student Employment Job Description Template**
- **Student Staff Interview Form**
- **Student Employee Notice of Employment Form**
- **Student Employee Rules and Responsibilities Agreement**
- **Student Employee Confidentiality Agreement**
- **Student Staff Evaluation Form**
- **Posting Guidelines**