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4 STUDENT EMPLOYEES

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6 EMPLOYMENT OPPORTUNITIES

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8 The District provides employment opportunities for its students through various federal, state, and
9 locally funded programs (i.e., College Work Study, EOPS, Disabled Students).

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11 **A. Definition**

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13 Students may be hired as Student Employees or as Short-Term Employees. Student
14 Employees and Short-Term Employees work under different authorization, different working
15 requirements and limitations, and different budget allocations. Students shall not be shifted
16 from one category of employment to the other without authorization.

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18 **B. Enrollment**

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

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26 **C. Authorization**

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28 The Chancellor or his/her designee must approve student employment before any pay
29 warrant is issued. Authorization for employment is obtained through the Career Center at
30 SBVC and the Campus Business Office at CHC. All authorizations expire at the end of the
31 fiscal year on June 30 and must be renewed if the student works into the new fiscal year.

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33 **D. Limits**

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35 A student employed under this policy is limited to a maximum of fifteen (15) hours of
36 employment per week in the district exclusive of recesses when classes are not in session.
37 A student may work for only one department at a time.

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39 **E. Benefits**

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

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44 **F. Rates of Pay**

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46 The Human Resources Office shall maintain a list of Board approved positions and rates of
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CALWORKS STUDENTS

A. Definition

CalWORKs students are required, by the county, to participate in a combination of school and work related activities 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 Career Center 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. 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.

E. Rates of Pay

The Human Resources Office shall maintain a list of Board approved positions and rates of pay.

ADOPTED: 6/10/99