

# **STUDENT EMPLOYMENT POLICIES AND PROCEDURES**

Revised April 2009

# **Foothill-De Anza Community College District**

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It is the policy of the Foothill-De Anza Community College District not to discriminate on the basis of race, sex, physical handicap, religion, color, creed, national origin or age in any of its educational and employment programs, activities, policies, practices and procedures. Contents subject to change.

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## I. Purpose of Student Employment

Employment of persons who are students of the Foothill-De Anza Community College District is provided for two purposes:

- A. To provide the students of the District with extra money to help them finance their education within the District; and
- B. To provide the students with the opportunity to gain work experience. Work experience refers both to the acquisition of skills in connection with an educational program and to the acquisition of general work habits such as punctuality, understanding and following directions, working with others, etc.
- C. Provide industry internships and workforce education under grant funds for students seeking vocational training in specialized careers.

It is **not** the purpose of student employment to provide an individual with an ongoing and permanent position, albeit on a part-time basis, or to replace regular classified/certificated positions with part-time student help.

## II. Definition of a Student Position

In view of the above stated purposes, a student position is hereby defined as a position which:

- A. Provides the students either with extra money to help finance their education within the District, or with the opportunity to gain work experience;
- B. **AND** is reserved for students enrolled in and completing at least 6 units either at Foothill or De Anza College during the period of employment;
- C. **AND** is occupied by a student and identified as a student position by the appropriate supervisor;
- D. **AND** is supervised by a classified/certificated staff member at all times.

The criteria constitute the essential definition of a student position. Any position that lacks any of the criteria is not a student position, and is to be considered a temporary or permanent classified position.

## III. Definition of a Student Employee

A student employee is one who is primarily pursuing an educational goal at either De Anza College or Foothill College on at least a half-time basis (6 units) and secondarily is employed in a student position. Supervisors facing major difficulties in filling student positions with student employees from their college may hire students with fewer than 6 units or from the other college only with the approval of the Financial Aid manager on a case-by-case basis for the duration of one quarter only.

## IV. Student Employment Opportunities

Student employment opportunities are numerous and range from entry level/trainee to highly skilled/technical positions. The following list of departments on both campuses is intended as a guide to help the student locate a job:

Adaptive PE  
Admissions and Records  
Biology/Health  
Bookstore  
Business

Dining Services  
Groundskeeping  
Health Services  
International Students Office  
Krause Cnt for Innovation

California History Center	Language Arts
Campus Security	Learning Center/Library
Career Planning/Placement	Mailroom
Child Development Center	Media Center
College Information Services	Middlefield Campus
Computer Information Systems	Occupational Training Institute
Counseling	Ornamental Horticulture
Creative Arts	Physical Education
Disability Resource Center	Physical Science and Math
Distance Learning	Social Science
District Offices	Student Activities
Educational Diagnostic Center	Technical Education/NASA
EOPS	Testing Office
Financial Aid	Tutorial Center
Fine Arts	Work Experience

Interested students may seek jobs on their own by contacting the campus departments directly or by contacting the Career Centers.

## V. Source of Funding for Student Employment

Students at Foothill-De Anza may be employed under either Federal Work-Study funds or District funds. The differences are explained below.

### A. Federal Work-Study Funded

Work-Study is one of the federal financial aid programs available through the Financial Aid Office. It is possible to receive Work-Study for the twelve-month school year. In order to qualify, a student needs to apply for financial aid and be determined eligible. If funds are available, the student would be awarded an allocation to earn for the school year. Adjustments to the allocation may be considered. Students earning in excess of their work-study allocation will be paid from district funds from the department where they are employed. Subsequently, student employees can be transferred to a district-funded student position.

### B. District-Funded

Most departments set aside district funds from their 'B' budget on a limited basis to fill the needs for student employees not satisfied through the Federal Work-Study Program. For district-funded positions, it is not necessary for the student to submit a financial aid application. Employees are interviewed and hired directly by the department supervisor.

## VI. Employment Guidelines and Issues

### A. Federal Work-Study employee district guidelines:

1. Permitted to work up to 25 hours per week when school is in session.
2. Permitted to work up to 40 hours per week during the quarter breaks.
3. Students working overtime or on a **district** holiday will be paid time and a half. Permission from the supervisor must be obtained before working overtime or on a holiday. Overtime is minimally defined as over 8 hours in one day and over 40 hours in one week. At the supervisor's discretion a student working over 8 hours in one day may be paid overtime even if the work week is fewer than 40 hours.
4. A meal break of not less than 30 minutes must be offered after 4 hours of work unless the total shift is 5 hours. Waivers of meal breaks can only be made with mutual agreement of both student and supervisor.
5. Students and supervisors are responsible for keeping a record of their gross earnings and terminating all work once the Work-Study allocation is earned.

### B. District-funded employee guidelines:

1. Permitted to work up to 25 hours per week when school is in session. Students working under an F-1 visa are referred to VII. D.

2. Permitted to work up to 40 hours per week during quarter breaks and during summer session. Students working under an F-1 visa are referred to VII. D.
3. Students working overtime or on a **district** holiday will be paid time and a half. Permission from the supervisor must be obtained before working overtime or on a holiday. Overtime is defined above and district holidays are listed in Section C.
4. A meal break of at least 30 minutes must be offered after 4 hours of work unless the total shift is 5 hours. Waivers of meal breaks can only be made with mutual agreement of both student and supervisor.
5. Must be enrolled in and completing at least 6 units. See Section III for further information.

**C. Holidays**

District payroll policies identify by date the district holidays each year that will be subject to overtime pay for district-funded student employees. Those holidays are:

Independence Day  
 Cesar Chavez Day  
 Labor Day  
 Veteran's Day  
 Thanksgiving Day  
 Christmas Eve  
 Christmas Day  
 Holiday (usually the day after Christmas)  
 New Year's Eve  
 New Year's Day  
 Martin Luther King, Jr. Day  
 Lincoln's Day  
 Washington's Day  
 Memorial Day

**D. Department Autonomy**

Each supervisor or department has the right to set in-house guidelines regarding employee conduct, performance standards/evaluations, procedures for collecting time cards etc. as long as guidelines are reasonable and do not conflict with overall district policies.

**E. Breaks**

Employees who are not able to use restroom facilities and/or take refreshment (water, coffee etc.) in the course of performing their duties are allowed a 10 minute break within a 4 hour work period. The break time should be agreed upon between the employee and their supervisor. Other employees may be given a break depending upon accepted departmental practice or policy.

**F. Worker's Compensation**

All work related injuries must be reported promptly to the Health Office. Work related injuries and illnesses are covered by Workers' Compensation and claims are handled by the Risk Management Office located in the District Office of Human Resources.

**G. Supervision**

Student employees must be supervised directly and locally at all times by a classified/certificated staff member. Whenever possible, the assigned supervisor should be in the same work area. Student employees must not be given the scope of responsibilities usually assigned classified/certificated staff. Supervisors must be available to take responsibility in emergencies or whenever the student employee is unable to perform his/her duties. Supervisors retain responsibility for training student employees, matching their interests and skills with job assignments, and assisting the student with keeping an accurate work record.

## **H. Sexual Harassment**

The Foothill-De Anza Community College District provides equal opportunity in education and employment. To meet this commitment, the District maintains and supports an environment in which all employees and students can work and learn free from intimidation, harassment and discrimination. The District has adopted specific policies on sexual harassment and discrimination. Online information is available at <http://hr.fhda.edu/diversity/harassment>.

## **I. Relative Hiring**

Employment by the District of relatives may sometimes lead to a special kind of personnel problem. Such employment is not prohibited as long as relatives work for separate supervisors. Whenever possible the policy on relative hiring follows the policy governing classified employees. Exceptions must be approved by the Director of Financial Aid.

## **J. Fingerprinting / TB Testing**

The District requires mandatory fingerprinting and TB testing of all full-time employees, part-time faculty, CDC employees, and some casual and student employees.

Fingerprinting of student employees is currently limited to those student employees whose duties expose the district to a potential risk:

- 1) Are working with children under 18 years of age, or
- 2) Have access to cash, or
- 3) Work unsupervised where theft or loss is a risk.
- 4) Students who answer affirmatively to a prior conviction.

Supervisors are expected to notify students of this requirement at the initial interview. Results of the fingerprinting process will be made available to District HR for clearance for student employment. Certain prior convictions of felonies or misdemeanors will negatively affect employment with the district.

TB testing of student employees is required when the student employee will be working with children under 18 years of age.

Fingerprinting and TB testing must be done within 30 days of hire or earlier at their supervisor's discretion or the assignment will be terminated.

## **K. Reasonable Accommodation (A.D.A.)**

The Americans with Disabilities Act (A.D.A.) is a civil rights statute that prohibits discrimination against people with disabilities. This protection is similar to that given to women, minorities, and others since the Civil Rights Acts of 1964. Protected are an estimated 43 million Americans with disabilities that substantially limit activities such as working, walking, talking, seeing, hearing, or caring for oneself. People who have a record of such an impairment are also protected. At the Foothill-De Anza Community College District, the A.D.A. covers all employees including permanent, temporary, full time, part time, students working on campus, and job applicants.

A person who is otherwise qualified may request accommodation related to his/her disability, provided that the accommodation does not impose an undue hardship on the District. The procedures for requesting accommodation are maintained in the President's Office and the office of the A.D.A. Coordinator on each campus and in the District Office. Online information is available at <http://hr.fhda.edu/diversity/harassment>.

## **L. Discrimination**

The Foothill-De Anza Community College District provides equal opportunity in education and employment. To meet this commitment, the District maintains and supports an environment in which all employees and students can work and learn free from intimidation, harassment and discrimination. The District has adopted specific policies on

sexual harassment and discrimination. Online information is available at <http://hr.fhda.edu/diversity/harassment>.

**M. Employee Acknowledgement of Responsibility for Confidentiality of College Records and Computer Passwords**

Supervisors may use this statement when hiring student employees. The security and confidentiality of student records are matters of concern to all college employees, including student employees, and to any other persons having access to the information. Employees may be given access to college records, including student and employee records, as warranted by their job responsibilities. Since conduct on and off campus may affect or threaten the security and confidentiality of college records, each student employee is expected to adhere to the following:

1. I will not permit or make access or unauthorized use of any information maintained, stored or processed by any office on the campus.
2. I will not seek personal benefit or allow others to benefit personally by knowledge of any information regarding college records which has come by virtue of my work assignment.
3. I will not exhibit or divulge the contents of any college records or report to any person except in the conduct of my work assignment.
4. I will not knowingly include or cause to be included in any records or reports a false, inaccurate or misleading entry. I will not knowingly delete or cause to be deleted any records, report or data entry.
5. I will not remove any official record or report, or copy thereof, from the office where it is maintained except in the performance of my work assignment.
6. I will not aid, abet or act in conspiracy with another to violate any part of this document.
7. I understand that district computer passwords are confidential and are to be used by the assigned employee only. I will not share, loan or make known my password to any other individual. I will log on under my own password every time I access the system. When I leave a computer workstation for any period of time (lunch, breaks, meetings, etc.) I will log off of the computer.
8. I will refer any requests for the release of information in event of an emergency to my supervisor or manager. I will refer any questions concerning the release of information to my supervisor or manager.

State and Federal law, college and district procedures prohibit the release of student records verbally, in writing or by any other means, without the written consent of the student; a court order, or lawfully issued subpoena. (Family Educational Rights and Privacy Act, PL 93-380; California Education Code sec. 76200 et seq.; Title 5 California Code of Regulations, section 54600 et seq.)

By my signature below, I acknowledge that I have received a copy of, have read, do understand and will comply with this Acknowledgement. I agree to protect the security and confidentiality of all college records, including those of students and employees, and to prevent unauthorized or inappropriate disclosure of such records. I understand that violation of this statement may lead to disciplinary action up to and including termination of my employment, and may subject me to criminal and civil penalties as imposed by law.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Department

## **VII. Personnel Procedures**

### **A. New Student Employee**

A student becomes an employee with a completed Application for Student Employment **AND** a completed Assignment Card. Both items are necessary to create a work assignment and to create an initial timesheet. The Application for Student Employment is available online from the Financial Aid Office websites. The Application consists of the following:

- Student Employee Information Sheet - requiring name, social security number, date of birth, address, telephone number, emergency contact, Loyalty Oath, Relative Hiring, and Conviction Information. An optional Diversity Survey is also included.
- W-4 Withholding Allowance Certificate (Federal)
- DE 4 Withholding Allowance Certificate (State)
- I-9 Employment Eligibility Verification Form
- All prospective employees must present an original social security card (not laminated) and an original valid identification for visual inspection.
- New Student Employee Certification Page – verifying that the employee has read the district policies related to General Safety Guidelines, Drug-Free Workplace, Sexual Harassment, Discrimination, and Notice of Asbestos Containing Building Materials and the Computer Use Policy.
- Students working under an F-1 visa, refer to VII.D.

An Assignment Card is to be completed by the student's supervisor and returned to the Financial Aid Office. The card will indicate whether fingerprinting is required, and will authorize payment to the student from the budget code specified for the job title specified and at the pay rate specified. In addition, the assignment card lets the supervisor know if the student has any Work-Study allocation limitation on his/her earnings. Since this is a budgetary authorization, the signature of the Division/Department Budgeter (or designee) is also required. The supervisor will also designate the requirement for fingerprinting on the assignment card.

### **B. Hiring a Current or Previous Employee of the District**

If a department hires a student who is or has been employed by the College or District, the student must first go to the Financial Aid Office. The office will update personnel information, which may include a new Application for Student Employment packet and issue an Assignment Card to be completed by the employing supervisor. Students may hold more than one student assignment at a time. However, the sum total of all hours worked in a week may not exceed twenty-five.

### **C. Concurrent Student and Temporary Employment (Casual)**

The District does not allow concurrent employment on student and temporary (casual) employment.

### **D. Employment of Foreign Students**

Foreign students who entered the United States on an F-1 visa are allowed to work on campus up to a maximum of 20 hours per week only with permission from the International Student Office. Issues such as possible changes in immigration status, impact on academic work, tax status and sponsors' responsibilities will be clarified before allowing a foreign student to work.

Students working under an F-1 visa must be enrolled in at least 12 units unless approved as an exception by the International Student Office. Students working under an F-1 visa are allowed to work up to 20 hours per week. Exceptions may be granted by the International Student Office for periods when school is not in session or during summer months.

Upon initial employment, F-1 students must provide a copy of their I-94, I-20 and US visa in addition to the employment application items listed in VII. A.

**E. Employment of Independent Contractors**

In general, any individual may not have a simultaneous relationship as an employee (in any capacity) and as an Independent Contractor.

**F. Prerequisites to Employment**

**1. Students Under 18 Years of Age**

If a student employee is under 18 years of age and has not graduated from high school nor obtained a GED certificate, he/she must obtain and submit a work permit to the Financial Aid Office before work can begin. Work permits may be obtained from the student's high school, from the school district in which the student resides or from the County Office of Education. Any student employee under 18 years of age having graduated from high school or having a GED certificate must submit a copy of the high school diploma or GED to the Financial Aid Office before work may begin.

**2. Social Security Number**

All student employees must have a Social Security number and card before any work may begin. If a new hire has recently applied for a card, they should provide a receipt from Social Security. They must bring the new card to the Financial Aid Office for a visual review immediately upon receipt. No assignment will be processed without a valid Social Security card.

**3. Oath for the State of California**

The California Constitution requires all California public employees to sign a loyalty oath. The oath will be presented to all new employees upon hire.

**4. Current Enrollment -- Academic Year**

At the time of hire and for the duration of employment, all student employees must be enrolled in and completing a minimum of 6 units at De Anza College or Foothill College. Supervisors facing major difficulties in filling student positions with half-time students may hire district-funded students with fewer than 6 units only with approval of the Director of Financial Aid on a case-by-case basis for the duration of one quarter only. Supervisors are encouraged to give priority to half-time students. Student employees who habitually drop below half-time enrollment during employment will be subject to removal from student employment.

**5. Current Enrollment -- Summer Session**

District-funded student employees hired for the summer session need not be enrolled. However, they must be continuing employment from the previous academic year or intend on continuing employment into the following academic year and meet enrollment requirements during the academic year.

Federal Work-Study student employees must be enrolled in a minimum of 6 units for the summer session. Failure to complete a minimum of 6 units will adversely affect maintenance of satisfactory progress and could jeopardize future receipt of federal financial aid.

**VIII. Salary Schedule (effective 1/1/08)**

The structure of the student salary schedule is set by the Board of Trustees. It consists of four levels and two steps in each level. Level I represents the least skilled positions and Level IV represents the most highly skilled positions. The current salary schedule is:

	<b>Step 1</b>	<b>Step 2</b>
<b>Level I</b>	\$8.00	\$8.75
<b>Level II</b>	10.00	10.75
<b>Level III</b>	12.00	12.75
<b>Level IV</b>	14.00	14.75

**A. Initial Placement on Salary Schedule**

All student employees will initially be placed on Step 1 of the appropriate salary level as determined by their job title. If a student has a prior paid work experience at a higher pay rate doing the same work they may be granted initial placement at Step 2 upon supervisor verification.

**B. Movement on the Salary Schedule**

After six months work in the same position, a student may be recommended for a raise to Step 2. After evaluating the employee's performance, the supervisor may authorize a raise with a Raise Card submitted to the Financial Aid Office. The six months of work experience need not be continuous as long as it is in the same position. Raises may be awarded earlier to excellent performers at the discretion of the supervisor.

A student employee who takes on additional duties with increased experience may also move to a higher level within the same classification upon supervisor recommendation.

**IX. Classification of Student Positions (effective 1/1/00)**

Student positions reside in nine categories and are available in each of the four levels. Supervisors hiring student employees must link each student to the job title that most closely represents the work being performed and the qualifications needed to perform that work.

**A. Position Categories**

The following categories represent the general work duties that comprise student employment. They are general in nature but may be specified in more detail within each department for clarity.

**Accounting/Cashiering Assistant I - IV**

Generally works with cash, cash registers, cash receipts, merchandise, tickets, data entry, budgets, accounts payable, distributing and filing reports and reconciliation tasks.

**Clerical Assistant I – IV**

Generally works in an office setting with office equipment such as telephones, faxes, computers, copiers, mail, files and public contact with students, staff or the public. At the higher levels may work with more complex software for designing materials or web pages, maintaining spreadsheet applications and/or office databases.

**General Assistant I - IV**

Generally works with bulk merchandise, book shelving carts, heavy equipment, or more physical labor. At the higher levels may require possession of a valid driver's license or demonstrated knowledge of safety requirements for tools used.

**Instructional Assistant I - IV**

Generally works with instructors in classroom settings, office settings, or in a tutorial capacity. At the higher levels may require demonstration of skill or expertise in the instructional setting.

**Lab Assistant I - IV**

Generally works in a lab setting providing student support, materials distributions, setup and take down. At higher levels may involve maintenance and/or repair of lab equipment or knowledge of safety requirements when dealing with hazardous materials.

### **Peer Assistant I - IV**

Generally works directly with other students providing guidance, information, or advice related to a program or service. At higher levels may involve supervision, training, or work assignments of other student peer assistants.

### **Physical Education Assistant I - IV**

Generally works in PE or Adaptive PE in classrooms, gyms, pools, and locker rooms or in the fields. At the higher levels may involve required lifesaving and/or CPR certificates.

### **Security Assistant I - IV**

Generally monitors specific areas for safety, crowd control, traffic flow, student complaints/concerns and building access. At the higher levels may involve protection of more expensive equipment or security of buildings with higher liabilities.

### **Technical Assistant I - IV**

Generally operates, maintains, troubleshoots, and/or repairs mechanical or electronic equipment or devices. At the higher levels may involve problem solving for more complex systems or may require solutions to be designed.

## **B. Position Levels**

The four levels available in each of the above categories are described below.

### **Student Assistant I – Level I (\$8.00 - \$8.75)**

This is an ***entry/trainee level*** position for student employment.

#### **DUTIES**

Duties are those which may be readily learned by an individual with limited or no previous knowledge or experience in the work assignment. Under supervision and after training, performs any of a variety of repetitive clerical or manual duties in an assigned campus department or program. Works under close supervision and receives training on the job.

#### **QUALIFICATIONS**

Education: Completion of formal or informal education sufficient to assure the ability to read, write and speak at the level required for successful job performance.

Experience: No experience required.

Ability to: Understand and carry out written and oral directions; learn basic job routines after training; learn to operate tools and equipment accurately and safely after training; work cooperatively with others; lift and carry supplies and objects if required of specific job assignment.

### **Student Assistant II – Level II (\$10.00 - \$10.75)**

This is the ***intermediate level*** position for student employment.

#### **DUTIES**

Duties generally require a semi-skilled individual with some training, experience or demonstrated ability to perform tasks of an intermediate nature. *May* require previous knowledge of the work area and/or experience with tools equipment or computers. Under general supervision performs any of a variety of semi-skilled clerical or manual duties in an assigned campus department or program. Works under general or moderate supervision.

#### **QUALIFICATIONS**

Education: Completion of high school graduation or equivalent. Training and certification as required and related to work assignment.

Experience: Approximately one year of any previous work experience, or demonstrated ability to perform tasks of an intermediate nature.

Ability to: Understand and carry out written and oral directions; perform semi-skilled tasks in assigned work area with minimal training; operate tools and equipment accurately and safely; maintain records; work with some independence under general supervision; work cooperatively with others; work outdoors and lift supplies and objects if required of specific job assignment.

**Student Assistant III – Level III (\$12.00 - \$12.75)**

This is the **specialist level** position for student employment.

**DUTIES**

Duties generally require an individual with specialized skills or abilities and often require the ability to communicate skills or expertise to others. May include work off campus. May involve some supervision or training of other student employees. Under limited supervision performs any of a variety of specialized duties in an assigned campus department or program.

**QUALIFICATIONS**

Education: Completion of high school graduation or equivalent. Training and certification as required and related to work assignment.

Experience: Approximately one year of experience in an area of specialization required by the work assignment. College coursework in the specialty may substitute for required experience.

Ability to: Understand and carry out written and oral directions; perform specialized tasks in assigned work area; communicate skills or knowledge of specialty to others; operate tools and equipment accurately and safely; maintain and prepare records and reports; work independently with limited supervision; work cooperatively with others; work outdoors and lift supplies and objects if required for specific job assignments; use initiative and sound judgment within established procedural guidelines.

**Student Assistant IV – Level IV (\$14.00 - \$14.75)**

This is the **technical and specialized level** position for student employment.

**DUTIES**

Duties generally require an individual with technical and specialized skills or abilities and often requires ability to communicate skills or expertise to others. May include work off campus. May involve some supervision or training of others student employees. Under limited supervision performs any of a variety of technical and specialized duties in an assigned campus department or program.

**QUALIFICATIONS**

Education: Completion of high school graduation or equivalent. Training and certification as required and related to work assignment.

Experience: Approximately two years of experience in the area of the technical and specialization required by the work assignment. College coursework in the technical specialty may substitute for required experience.

Ability to: Understand and carry out written and oral directions; performs technical and/or specialized tasks in assigned work area; communicate skills or knowledge of technical specialty to others; operate tools and equipment accurately and safely; maintain and prepare records and reports; work independently with limited supervision; work cooperatively with others; work outdoors and lift supplies and objects if required for specific job assignments; use initiative and sound judgment within established procedural guidelines.

### **C. Student Employment Advisory Process**

The Financial Aid manager shall seek advice and receive input from supervisors and students about the student employment program in general. From time to time, pay rates will be reviewed for currency and when there is agreement at both campuses, a new salary schedule will be brought to the Board of Trustees for approval. The Financial Aid manager at each campus has the responsibility for collecting and disseminating information to the students, campus departments and supervisors about any changes.

From time to time, the Director of Financial Aid will review the duties being performed in student positions on the campuses. It is expected that work assigned to students reflect the purpose and scope of student employment.

### **X. Termination of Student Employment**

#### **A. Voluntary Termination**

Due to the nature of the student position and the student employee, a student may wish to voluntarily leave a position. Whenever possible, two weeks notice should be given to the supervisor. In all cases, the final time card must be signed before it can be processed for payment. If signed it will be processed with the appropriate payroll period.

#### **B. Layoff of Student Employees**

Student positions are by nature temporary and part-time and may **not** provide yearlong work. Student employees may be laid off for a variety of reasons including: lack of funding, lack of half-time unit load, lack of work available, lack of assigned time slots available, change in skills or emphasis of duties to be assigned, etc. Unlike a bargaining unit environment, student employees do not accrue seniority or bumping rights nor do they usually qualify for unemployment consideration. Supervisors are encouraged to carefully examine all aspects of a particular position since it is important for prospective student employees to thoroughly understand the nature, length and expectations of the positions before beginning work.

Student employees working under the Federal Work-Study program must continue to make satisfactory progress to retain eligibility for employment throughout the year. If a student becomes disqualified from federal aid, their Work-Study award would be terminated immediately as well.

#### **C. Dismissal from Student Employment**

In conformity with the standards utilized for regular contract staff members, student employees who are not performing at a satisfactory level in their position can be dismissed by their supervisor. In cases of unsatisfactory performance, whenever possible supervisors are encouraged to work with the employee first to improve performance. The following are causes for dismissal:

- incompetence in job performance
- neglect of duty, including repeated absence
- unauthorized absence
- insubordination
- negligence, willful damage to public property, or waste of public supplies or equipment
- willful violation of any lawful regulations of the College or District
- suspension or expulsion from the college
- possession and/or under the influence of alcohol or illegal drugs on College grounds or while performing employment duties
- disorderly or immoral conduct involving students or other persons on campus property or while performing employment duties
- serious physical impairment interfering with fulfillment of employment duties
- dishonesty or falsifying information given to the supervisor, College or District
- \* Student employees who habitually drop below half-time enrollment during employment will be subject to removal from student employment.

A final paycheck should be arranged with the District Payroll Office.

**D. Grievance Procedure**

Although the College has made a commitment to ensure fair employment standards, it also realizes that there may be instances when a student employee may feel that he/she has been unfairly treated. When these situations do occur, the student employee should first attempt to resolve the grievance with his/her direct supervisor.

If this attempt fails, the student employee may submit a full written description of the grievance to the Financial Aid manager. An appointment will be scheduled for the employee and the manager to discuss the matter.

Matters which involve discrimination, sexual assault, Americans with Disabilities Act, criminal behavior or sexual harassment will be referred to the campus coordinator who is responsible for implementing policies and procedures pertaining to that particular grievance.

In all others areas, the Director of Financial Aid will serve as a mediator and attempt to resolve the difference(s) between the parties. If the mediator rules in favor of the supervisor the case is considered closed unless the student appeals to the Segment Dean. If the mediator rules in favor of the student and the supervisor does not accept the mediator's recommendation, then the mediator will submit the recommendation to the Segment Dean for further resolution. Cases reviewed by the Segment Dean will be considered final at the campus level. A student who wishes to pursue a grievance will have to appeal to the District Personnel Officer for further action.

**XI. District Payroll**

**A. Timesheets**

Timesheets are printed by the district payroll office on the last working day of each month for the subsequent month. They are distributed to the campus departments. Completed, signed timesheets are to be returned directly to the district payroll office by the last working day of the month for payment on the 15<sup>th</sup> of the following month. Timesheets received after the third of the subsequent month may be too late for processing and would be paid in the following month.

**B. Paychecks/Direct Deposit**

Student employment is one of the monthly payrolls processed by the District Payroll Office. Pay is issued on the 15<sup>th</sup> of each month. If that date falls on a non-working day, pay will be issued on the closest working day. If a student works in more than one department, all hours will be paid on a single disbursement. Pay is disbursed by mail or by direct deposit. Direct deposit information may be requested at <http://fhdafiles.fhda.edu/downloads/payroll/dd.pdf>.

**C. Unclaimed Paychecks**

Paychecks returned in the mail will be held in the District Accounting Office.

**D. Holding a Paycheck**

A hold may be placed on a payroll check through the District Payroll Office for matters that cannot be resolved through normal communications.

**E. Lost Paychecks**

A lost paycheck must be reported to the District Payroll Office as soon as it is certain that the check is lost. A permanent stop payment will be placed on the check. The student will be asked to sign an affidavit stating the circumstances of the loss. A replacement check will be issued.

**F. Taxable Income**

All student wages, whether Work-Study or District funded, are taxable income and subject to both federal and state income taxes. The W-4/DE-4 forms are available online if a student wishes to change his/her status at any time during employment. A Wage and Tax Statement will be issued and mailed to all students who received earnings during the tax year. These W-2 forms are mailed in late January.

**G. Social Security Tax (F.I.C.A.)**

Student earnings are subject to Social Security taxes (F.I.C.A.) unless a student meets the IRS exemption. The IRS exempts students who enroll at least halftime in 6.0 or more units. The Foothill-De Anza Community College District automatically flags students who meet these exemption criteria when processing the monthly payroll.

**H. Year End Payroll**

The close of the budget year occurs June 30. Therefore, timesheets for the month of June and any other late time cards for the year must be submitted promptly on the following workday to be paid and charged to the correct budget code. Timesheets received late will be paid from the subsequent year's budget. Late Federal Work-Study timesheets cannot be charged to a subsequent eligibility year and will be charged to the 'B' budget of the department hiring the student.

**XII. Work Experience Credit**

Some student employees may be interested in earning college credit concurrently with their wages. The Career Center or Cooperative Education Center can give interested students information on which jobs are eligible for this program and what is required of the student.

**XIII. Release of Information Regarding Student Employment**

In general, student employment records are confidential. Requests for information regarding a student employee are honored automatically by the agencies which have legal access to those records, i.e. the Social Security Administration, The State Unemployment Insurance Office, the Franchise Tax Board and the Internal Revenue Service. When employment information is requested in writing and with the employee's consent it will be honored to the extent that records are available, including performance evaluations.

For requests without the employee's consent, information disclosed will be limited to *confirmation* of employment, dates of employment, type of work performed and the last pay rate, to the extent that records are available. In general, student employment records are kept for five years.

If a subpoena is received for employment records, it will be honored after the date stated on the subpoena when it is accompanied by a 1) copy of notice to the consumer and 2) an affidavit showing good cause, relevance, etc. for why documents are required. Attorneys for the employee may also be contacted before records are turned over.