

## Student Workers

### Human Resources Guidelines

**Education Code 88076 specifically exempts student employees from being part of the classified service as long as they are employed within one of the following definitions:**

- 1. Full-time students employed part-time; or**
- 2. Part-time students employed part-time in any District work-study (DWS) program or in a work experience education program conducted by a community college which is financed by state or federal funds.**

Education Code 88076 also states, "Full-time or part-time students in any college work-study program, or in a work

- Students in the CalWORKs program cannot work more than 20 hours per week during the fall and spring semesters. If allowed by their college, CalWORKs students may work up to 40 hours per week during SCCCD's spring, summer and winter breaks, but **no overtime**. CalWORKs students cannot work more than 975 hours total in any fiscal year.

### C. Student Worker Classifications

SCCCD has four Student Worker classifications for on-campus work. They range from Student Aide I through Student Aide IV. There are also four restricted Student Worker classifications of Committee Student Aide, ASL Interpreter NIC Preparatory Student Aide, LAEP Student Aide I, and LAEP Student Aide II. All classifications are available on the District Intranet page (Student Workers section) located at: [Human Resources - Student Workers](#). Below are illustrative descriptions of each classification:

- The **Student Aide I** classification is an entry level classification and does not require any previous experience. This is an entry level position that differs from higher levels in the series by the responsibility for and limited variety of activities, the work being more closely supervised and routine in nature.
- The **Student Aide II** classification is the second level, and some work experience is desirable as well as the basic skill to operate a variety of equipment. This classification differs from the entry level classification in scope and responsibility and differs from higher levels in the series. Positions w6 (t)6.3 (i)-4.a11.2 (l)-2.6 (2.6 (c)11.2 (at)-1.1xc39 0
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contribute to the preparation of research reports and presentations, and maintain accurate records of research activities, observations, and experimental data. Prior completion of or current enrollment in **twelve college units or 6 months** of previous experience in a STEM field.

- The **LAEP (Learning-Aligned Employment Program) Student Aide II** classification is the second level and requires prior

d. Number of units enrolled for semester

15. Computer Use Policy

16. Notice of Exclusion from CalPERS Membership

17. Mandatory Reporter Responsibilities Acknowledgement

Additional documents:

1. For ASL Interpreter NIC Preparatory Student Aide positions, official transcripts verifying completion of the bachelor's degree is required.

2. For LAEP Student Aide I positions where prior experience is used to satisfy require-4 (y r)7 (e)9.4 6(ng c)9.6 (o)10.9 (r)-4 (')-3.



- **Each individual college may have other requirements, please check with the appropriate campus business office for more information.**

## **F. Fingerprinting**

The following student workers are required to be fingerprinted prior to hire date:

- Student employees employed at the District Police department or District Operations.
- Student employees who during their daily course of employment are not supervised by a SCCCDCD employee.
- Ram Camp student workers.
- Student employees who answer yes to the conviction question on the Criminal Conviction Disclosure Form or the SCCCDCD Employment Application.
- Student employees who work in designated positions that are required to be fingerprinted by their hiring department.

If you have a student worker who needs to be fingerprinted, please print the **Student Worker/Volunteer Live Scan Fingerprint Request Memo/Form, which can be found on the District Human Resources SharePoint site at [https://myscccdd.sharepoint.com/sites/DO\\_HumanResources](https://myscccdd.sharepoint.com/sites/DO_HumanResources)**

**Prior to sending a student over for fingerprinting, please ensure that the authorized college/department designee has signed the Live Scan Request form where indicated (bottom of the form, second page, titled “Division Office/Hiring Department Authorization”). Without the authorized signature, we will not be able to fingerprint the individual.**

Student workers paid by SCCCDCD are not subject to the \$20.00 rolling fee.

## **G. Workers’ Compensation Coverage**

When the District sends its students to work in the community, it provides proof, when requested, that the student is covered by the District’s workers’ compensation insurance.

When students from another school/college are placed to work at a SCCCDCD site, that school/college must provide proof its students are covered by their workers’ compensation insurance.

## **H. Deadlines**

Please review the Supplemental (M2) Payroll Submission Dates to determine the deadline each month (Availability 2.3 (p

