

STUDENT HOURLY WORKERS

Students at the District who are enrolled in a minimum of six (6) units or anything equivalent each fall or spring semester are eligible to apply for and will be considered for employment by the District.

To be eligible to apply for employment during the summer session, students must be enrolled in a minimum of three (3) units or anything equivalent in the summer session they are being employed or must be enrolled in six (6) units or anything equivalent in the following fall semester.

The following shall apply to the hiring and salary placement for all student help.

- A. Each on-campus department makes a determination of their own need for student hourly workers. The need must be in accordance with the appropriate Education Code (see below) in regards to not supplanting classified work. The level of skill sets, the nature of the assignment and the placement on the salary schedule for student hourly workers shall be determined by the department based upon knowledge, skills, and abilities.
- B. Student hourly workers shall be paid in accordance with the short-term hourly salary schedule. The Office of Human Resources (HR) will annually review the current salary schedule for student hourly workers and update as appropriate.
- C. The department shall notify HR of the determination and provide all of the necessary information.

This Administrative Regulation is distinct from the Federal Work-Study Program which is guided by Title IV, as well as any other federal or state funded student employment programs. In most instances, income earned from work, including income earned from on-campus employment may be required to be reported on a student's financial aid application for purposes of determining financial need.

References:

Education Code Sections 69960(f) and 88003