



## **STUDENT EMPLOYEES**

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

**A. Definition**

Student may be hired as Student Employees or as Short-Term Employees. Student employees and Short Term employees work under different authorization, different working requirements and limitations, and different budget allowances. Students shall not be shifted from one category of employment to another without authorization.

**B. Enrollment**

A Student must be continuously enrolled in six (6) or more units of credit classes during a regular session or three (3) or more units during a summer session in a college of the district in order to qualify for employment. Enrollment must be maintained at or above the minimum level throughout the period of employment. Units which are “challenged” for credit do not count toward meeting the minimum.

**C. Authorization**

Student employment must be approved by the Chancellor or his/her designee 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.

**D. Limits**

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

**E. 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.

**F. Rate of Pay**

The Human Resource Office shall maintain a list of board approved positions and rates of pay.