

## **AP 7270 Student Workers**

Only enrolled Chaffey College students can be employed as student workers. A student worker's primary role at the District is as a student. It is not the purpose of student employment to provide an ongoing and permanent position. Full and part-time Chaffey College students shall only be employed on a part-time, temporary basis regardless of funding source and shall not be a part of the classified service nor perform tasks commensurate with an established classified position. Student workers are hired to gain work experience and develop new skills while performing assigned job duties.

### **Academic Requirements**

All student workers regardless of whether employed in on-campus or off-campus positions placed by the District must meet the following academic requirements:

- Student workers must be enrolled in at least six (6) units during the fall or spring terms, or in at least three (3) units during the summer term to be employed as a student worker.
- Student workers must maintain a 2.0 cumulative grade point average. Continuing student workers whose GPA falls below 2.0 must meet with the Student Career Specialist or Career Services to submit an eligibility appeal for the remainder of one (1) term. Employment under the appeal is permitted for the remainder of that term only and requires the student to achieve a GPA of 2.0 or higher by the end of the term. Students who do not meet these conditions will be ineligible for student worker employment until their GPA is restored to a 2.0.

### **Federal Work-Study (FWS)**

- Federal Work-Study students must successfully complete 67% of attempted coursework.
- Federal Work-Study students must finish the program within 150% of the normal timeframe required to complete their academic program, measured in credits.
- Students must meet Satisfactory Academic Progress (SAP) in order to remain eligible for federal student aid and state aid. This includes Federal Work-Study (FWS).

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**Hiring Departments**

Departments employing student workers must specify through a job posting, specific skills development and work experience to be gained by students. Prior to hiring a student worker, the hiring manager must follow District procedures for eligibility and hiring approvals.

- Students may be employed using funds such as Federal Work-Study or CalWorks work-study funds, or other appropriate departmental budgets approved by the area Associate Superintendent.
- For student workers funded by Federal Work-Study, departments must identify a secondary budget to be used if Federal Work-Study Program awards are reduced or discontinued subsequent to hire.
- Applicants for student worker positions must meet all required and applicable hiring requirements. Hiring practices should include an individual assessment of qualifications and business needs. The District adheres to The Fair Chance Act. Criminal history may only be considered after a conditional job offer has been made. Certain clearances (e.g., fingerprinting) may be required as deemed appropriate by the District.

The number of hours that a student worker is allowed to work shall be determined by the hiring department, taking into consideration the combination of work and study hours that would best support students' academic success.

- Work hours must not exceed 20 hours per week (or 35 hours per week during the summer term or when school is not in session), and work schedules may be adjusted to accommodate class schedules and final exams each term.
- Student workers may not be assigned work that exceeds budgeted amounts, regardless of funding sources.
- All legally required break and meal periods apply to student workers.

References: Education Code Sections 69960 and 88003;  
Government Code Section 12952;  
Title 2 Section 11017.1

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