The mission of the Chaffey College Student Employment Office is to provide employment services that equip students with the resources needed to secure employment, develop essential job skills, finance education, and establish links between classroom learning and the workplace.
The Student Employment Office serves the college by providing student employee personnel services and facilitating the on-campus work-study programs.

This handbook was developed to assist student employee supervisors with understanding the procedures associated with the Chaffey College student employment program. This handbook contains information for those who directly supervise student employees and anyone who is involved in the selection, processing, and/or monitoring of student employee positions.

Important Contact Information:
Student Employment Office, MACC-203 .................................................................(909) 652-6512
Payroll Office (for student employee accounts), AD-162 .................................(909) 652-6029
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Part 1: Student Employment Program Framework

1.1 List of Work-Study Programs

a. College Work-Study / Student Hourly Positions

With the exception of the special work-study programs listed below, wages for student employee positions are paid through available funding in the employing department. Depending on the program, wages may be paid from district, categorical, restricted, and grant funding sources. The need for student employee budgets should be anticipated and planned for during the annual budget development process.

The following special classifications have been designated based on their funding sources and have additional requirements.

b. Federal Work-Study

Federal Work-Study (FWS) is a need-based federally funded part-time employment program which allows eligible students to earn money to help pay for educational expenses. Students must complete the Free Application for Federal Student Aid (FAFSA) each year to be considered for federal student aid, including FWS funding.

At most colleges, FWS provides funding to cover a percentage of earned wages (up to 75%) and the remainder is provided by the employer; however, Chaffey College receives a special exemption due to its status as a Hispanic Serving Institution, and FWS funds may be used to fund up to 100% of an on-campus position.

The federal allocation for FWS funding changes every year. As such, Chaffey College re-evaluates the need and distribution of FWS positions on an annual basis (usually during the summer) and as needed throughout the year. All managers are given the opportunity to state their need for FWS employees and positions are then distributed based on scores assigned by the following rubric:

5 points – Direct interaction with students
4 points – Direct/critical support of instructional or student services programs
3 points – Services that are critical to college processing / procedures
2 points – Dramatically understaffed
1 point – Services that have minimal or no other means of financial support

After each position’s score is totaled, the score is reduced by .5 for each FWS position already assigned to that area. Management will then decide how to distribute or redistribute available positions.

The start date and end date for FWS funding is determined by the Financial Aid Office and specified on each labor requisition. A student may be paid with FWS funding until the award is exhausted or the last day of approval, whichever comes first. Supervisors are responsible for monitoring FWS funding for each position assigned to their area. In the event that an FWS student employee ceases employment mid semester, a new FWS student employee may be hired to fill the vacant position.
c. CalWORKs Work-Study

The CalWORKs Work-Study program aims to connect eligible CalWORKs students with entry level employment opportunities related to their course of study. The focus is to provide work opportunities that develop and/or strengthen workplace skills while the students complete their educational goals.

Funding for the CalWORKs Work-Study program can vary from year to year and position placements are re-evaluated regularly. When funding is available, and a qualified student is identified to fill an opening, CalWORKs funding covers a percentage of wages usually ranging between 25% - 75% (with the employing department providing the remainder).

Departments that may be interested in employing a CalWORKs Work-Study student employee should contact the CalWORKs department directly to inquire about the current availability of funding and to discuss potential placements.

d. VA Work-Study

The VA Work-Study program is available to any eligible veteran or their dependents who are receiving VA education benefits and are attending school three-quarter time or more. At Chaffey College, these positions are only placed in the Veterans Resource Center. No other departments qualify for this type of work-study at this time.

1.2 Eligibility Requirements

Chaffey College is a learning-centered environment where student success is highly valued, supported, and assessed. As such, the Student Employment Office monitors the academic success of current student employees and enforces the following procedures:

a. Enrollment Requirement

To apply for student employee positions, students must be enrolled in at least 6 units during fall and spring semesters or 3 units during summer sessions.

While employed, student employees must maintain enrollment in at least 6 units during fall and spring semesters (summer enrollment is not required).

NOTE: for student employment eligibility requirements, enrollment status for a semester is determined the first day following the last day to add full-term classes.

b. Cumulative GPA Requirement

To apply for student employee positions, students must have a cumulative GPA of at least 2.0 at the time of application.

While employed, student employees must maintain a cumulative GPA of at least 2.0 at all times.

Failure to maintain the required enrollment and/or GPA requirement will result in termination of the student employee’s position. Specific details regarding these requirements are explained under “Conditions of Employment” in section 2.1.
Part 2: Student Employment Procedures

2.1 Conditions of Employment

Specific eligibility requirements differ depending on a student’s status as continuing, new, returning, or international.

**Continuing Students** (currently enrolled at Chaffey College)

Enrollment requirements:
- Must be currently enrolled in and maintain enrollment in at least 6 units if hired during fall or spring semesters.
- A continuing student may begin employment during a semester break (including summer) as long as the student completed at least 6 units during the previous semester and intends to enroll in at least 6 units during the following semester.

GPA requirement:
- Must have a cumulative GPA of at least 2.0 to apply for positions and must maintain a cumulative GPA of at least 2.0 while employed as a student employee.

**New Students** (never previously enrolled at Chaffey College)

Enrollment requirements:
- Must be currently enrolled in and maintain enrollment in at least 6 units if hired during fall or spring semesters or 3 units if hired during a summer session.
- If offered employment prior to the start of his/her first semester, the student must wait until the first day of his/her first semester to begin working. New students may not work during the break prior to their first semester.

GPA requirement:
- The 2.0 cumulative GPA requirement is not applicable and will not be enforced for new students until after the student employee has completed his/her first session or semester. However, if a new student transfers in coursework from another institution with a GPA under 2.0, the minimum cumulative 2.0 GPA requirement will be applied.

**Returning Students** (previously attended, but not currently enrolled at Chaffey)

Enrollment requirements:
- Must be currently enrolled in and maintain enrollment in at least 6 units if hired during fall or spring semesters or 3 units if hired during a summer session.
- If offered employment prior to the start of his/her return semester, the student must wait until the first day of his/her return semester to begin working. Returning students may not work during the break prior to their return semester.

GPA requirement:
- Must have a cumulative GPA of at least 2.0 to apply for positions and must maintain a cumulative GPA of at least 2.0 while employed as a student employee.

**International Students** (currently on F-1 or J-1 visa status)

International students that are currently attending Chaffey College are permitted to work in student employee positions as long as they meet the conditions of employment as stated above.
2.2 Immediate Supervisor Responsibilities

All student employee positions must be under general supervision at all times. To that end, any staff, faculty, or management personnel may be designated as an “immediate supervisor” for a student employee position. However, this designation does not bear the same responsibility or authority as a management position; rather, “immediate supervisor” refers to any employee who (1) works in the vicinity of the student employee to provide general supervision, (2) is responsible for directing the duties of the student employee, and (3) serves as a point of contact for the student employee related to providing necessary training and answering questions. No hourly employee may supervise nor be placed in a position of responsibility or authority over a student employee.

In addition to the general duties listed above, immediate supervisors are responsible for the following.

a. Allow student employees to begin employment only after the processing of initial hiring paperwork is completed in the Student Employment Office and an official notice of authorized start date has been sent to the hiring department.

b. Maintain an up-to-date job description for each position. Job descriptions are housed in the Student Employment Office and should be reviewed each time a position opening is advertised.

c. Provide ongoing orientation and training as necessary to complete all job duties at a satisfactory level. Coordinate ways for student employees to integrate into the work environment and identify engagement opportunities that facilitate the building of workplace relationships, learning, and growth.

d. Supervise student employees and explain work assignments and expectations. If a student employee is not performing to the standard expected, the immediate supervisor should make an effort to improve the student’s level of performance by providing guidance, suggestions, and constructive criticism. It is urged that these suggestions not just be limited to official evaluation times, but be given throughout the student’s employment.

e. Verify an accurate account of the student employee’s work hours on the approved Payroll Time Sheet. Keep a copy of each timesheet for your records. Monitor wage earnings and applicable budgets.

f. Evaluate all student employees in your area at least once a year. If performance issues are present, more frequent evaluations are recommended.

g. Communicate both concerns and suggestions regarding the student employment program and/or student employees to the Student Employment Office.

h. Whenever a student employee ceases employment (for any reason), inform the Student Employment Office immediately by submitting a termination form.
2.3 Hiring Procedures

a. Application for Student Employment

Student employees may be hired at any point during a fiscal year (see “Conditions of Employment” in section 2.1). When a vacancy occurs, a department may utilize the services of the Student Employment Office to advertise the opening and facilitate the submission of employment applications. Student Employment Office staff pre-screen applicants to check for GPA eligibility, FWS eligibility (if applicable), and advise each student regarding enrollment requirements. Applications are submitted directly to the hiring department and the department is then responsible for conducting interviews and selecting a candidate to hire.

Alternatively, a department may forego the advertising process and select a qualified student of their choosing who is identified by other methods. The application for student employment is not required in this situation, but the department may contact the Student Employment Office directly to verify GPA eligibility and FWS eligibility (if applicable).

b. Requisition for Student Labor

After an offer of employment is accepted, a Requisition for Student Labor form (available on the Z drive) must be filled out in its entirety, forwarded for manager approval, and submitted to the Student Employment Office to initiate the official hiring process. Please be sure to ask the new employee for up-to-date information for each field on the form (especially phone number and e-mail address). “Authorized Agent of the Governing Board” refers to a department’s senior level manager (such as a Vice President, Associate Superintendent, or the Superintendent/President).

The Student Employment Office will contact the new employee, complete the necessary paperwork to fulfill district and federal mandates, and notify the hiring department once processing is complete. A student employee must not begin employment until an official notice of authorized start date has been sent to the hiring department.

The Requisition for Student Labor form may list an end date as far into the future as June 30th of the current fiscal year. New labor requisitions are required for all student employees each fiscal year beginning July 1st or as soon thereafter that the student employee will resume working. In most cases, only one labor requisition is required per fiscal year for each student employee (subject to periodic revisions).

The hiring process for new student employees can range from a few days to several weeks (due to background check delays), so departments are encouraged to plan accordingly and begin the hiring process well in advance of the desired start date.
2.4 Wages and Benefits

a. Wages and Pay Ranges

Student employee positions are classified into three ranges (with Range 3 being the most skilled or difficult) using three classifying factors: level of responsibility, qualifications, and difficulty.

**Range 1 = $9.00 / hour**

Entry-level positions

Require minimal previous experience. Acceptable performance levels can be reached primarily through on-the-job training. Examples: entry-level office assistants, entry-level lab assistants, entry-level bookstore clerks, police cadets, M & O assistants, student ambassadors, food service workers, etc…

**Range 2 = $10.00 / hour**

Intermediate-level positions

Position requires some previous experience. Acceptable performance levels can be reached through a combination of prior knowledge, skills, and abilities working in conjunction with on-the-job training. Examples: intermediate-level office assistants and lab assistants, peer advisors, senior bookstore clerks, etc…

**Range 3 = $11.00 / hour**

Advanced-level positions

Position requires considerable previous experience (or certification such as CPR, MA, etc…). Although on-the-job training may be provided, acceptable performance levels can only be reached through a sufficient amount of specific prior knowledge, skills, and abilities. Examples: tutors, SI leaders, medical assistants, information technology interns, etc…

b. Benefits

Student employees are not eligible for fringe benefits including sick leave, vacation pay, holiday pay, paid lunch times, or unemployment insurance benefits.

2.5 Work Schedules

a. Maximum hours

Student employees of all designations (including student hourly, FWS, CWS, VAWS, or international) are permitted to work a **maximum of 20 hours per week** during attendance weeks for the fall and spring semesters. Student employees are permitted to work a maximum of 35 hours per week during non-attendance periods (i.e., spring break and winter recess) and during the summer (regardless of summer session enrollment).

**Note:** Student employees may be employed in more than one student employee position concurrently, but the **total hours** worked in one week (Sunday through Saturday) must not exceed the above stated limits.
b. **Overtime**

Student employees are not permitted to work overtime (more than 8 hours per day). Those who hold more than one student employee position concurrently are limited to no more than 8 hours per day collectively between both positions.

c. **Breaks and Meal Periods**

For student employees, a 15-minute break is earned for every four hours of consecutive work and a 30-minute meal period is required when more than six hours are worked in a day.

Therefore:

An employee who works a shift of less than four hours is not entitled to a break.

An employee who works a shift of more than four hours, but less than six is entitled to one 15-minute break.

An employee who works a shift of more than six hours, but less than eight hours is entitled to a 15-minute break and a 30-minute unpaid meal period.

An employee who works a shift of eight hours is entitled to two 15-minute breaks (one for each four hours worked) and an unpaid 30-minute meal period.

d. **Completing Work**

All work that a student employee performs must be completed within the hours reported on the timesheet.

All work must be completed on-campus or at a work-site that is educationally affiliated with the college. Student employees may not work from home or “on their own time”.

2.6 **Evaluations**

All student employees must be evaluated at least once per fiscal year (by June 30th). The student employee evaluation form on the Z drive is to be used during the required annual evaluation and as necessary to document student employee performance issues (positive or negative). Whenever possible, the form should be discussed with each student employee. If the student employee is no longer available for signature, the immediate supervisor may write “Unavailable for Signature” on the signature line instead. The form should then be submitted to the Student Employment Office.

Evaluations are an important procedure that has proven to be very beneficial to the growth and development of student employees. Timely completion of the form helps keep track of the employment status of each position.

2.7 **Terminations**

All student employee positions are “at will” and may be terminated at any time for any reason (except where prohibited by law). Terminations should be followed by the completion and submission of the appropriate student employee termination form available on the Z drive.
When performance issues arise, it is recommended that the immediate supervisor attempt to address the issues with (1) verbal communication, (2) written warning and/or evaluation, and (3) termination. However, by nature of “at will” employment, immediate supervisors are not required to provide warnings and may terminate a position at any time.

The following suggestions should be taken into consideration when terminating a student employee:

a. Prepare related documentation that supports the reason for the termination. Such documentation may include written warnings, evaluations, attendance records, voicemail messages, list of complaints, etc…

b. Complete the student employee termination form available on the Z drive and make sure that the form clearly identifies the reason for the termination.

c. Include at least two department staff members in the termination meeting. One person should be an immediate supervisor who has firsthand knowledge of the employee’s job performance. The other person should be manager (if available) or another staff member who has knowledge of the student employee’s performance. This will demonstrate that the decision was made collectively, rather than by an individual.

d. Ask the student employee to sign the termination form. The signature indicates an acknowledgement of the termination, not necessarily an agreement with it.

e. Ask the student employee to complete, sign, and submit a final timesheet for wages up to the date of termination.

f. Collect any college property in the student employee’s possession (such as flash drives, keys, name badges, etc…).

g. Notify the Student Employment Office of any terminations immediately (or beforehand if possible). The student may be directed to the Student Employment Office as a point of contact after the termination regarding questions about the termination process, final payroll issues, and options for future employment with the college (if applicable).

h. Notify Information Technology Services of the termination immediately so that network access can be removed.

i. Escort the terminated employee out of the office after the meeting.

When concerns about a potential termination arise, immediate supervisors should consult with their area manager and/or a representative from Human Resources.

2.8 Employment Verification Requests

All requests for employment verification, whether received directly from a student employee or through a third party, must be processed through the Student Employment Office. Chaffey College provides employment verification of dates of employment, position, and salary only. Please forward all employment verifications to the Student Employment Office for processing by the most efficient method available.
2.9 Grievances / Complaints

In the event of a seemingly unresolvable workplace issue, student employees are advised to take the following steps:

- Direct contact with the immediate supervisor and area manager.
- Refer to the student handbook for information on the student grievance process.
- Notify the Student Employment Office if issues are not resolved after contact with immediate supervisor and area manager.

2.10 Other Related Information

a. Sexual Harassment Policy (www.chaffey.edu/equal_opportunity.shtml)

It is the policy of the Chaffey Community College District to provide for all students and employees, an educational, employment, and business environment free of all forms of harassment, exploitation, intimidation, or unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct or communications of a sexual nature as defined and otherwise prohibited by the California Fair Employment and Housing Act, California Education Code, and State and Federal rules, regulations, statutes and laws prohibiting sexual harassment and retaliation.

The District is strongly opposed to sexual harassment and expressly forbids sexual harassment of its students and employees by faculty, managers, staff, students or members of the general public. The College will take whatever appropriate action to prevent, correct, and, if necessary, discipline inappropriate behavior.

Sexual harassment shall be immediately reported to the District's Compliance Officer, Susan Hardie, Interim Director, Human Resources, Safety and Risk Management; telephone: 909/652-6531, email: susan.hardie@chaffey.edu or to any dean, director, or manager for immediate reporting to the District's Compliance Officer, or designee. Every effort will be made to ensure that confidentiality is maintained.

b. Non-discrimination Policy (www.chaffey.edu/equal_opportunity.shtml)

The Chaffey Community College District is committed to providing equal educational and employment opportunity. The District affirms its commitment with policies that include fair and equitable treatment of students and employees, and prohibits discrimination in its admission, access, and treatment in College programs and activities, and application for and treatment in College employment on the basis of race, color, ethnic group identification, national origin, ancestry, religion, religious creed, sex, physical or mental disability, medical condition (including cancer), age, marital status, sexual orientation or status as a Vietnam era veteran.

Persons who seek information and/or resolution of alleged acts of unlawful discrimination, retaliation, or harassment are directed to contact the District's Compliance Officer, Susan Hardie, Interim Director, Human Resources, Safety and Risk Management; telephone: 909/652-6531, email: susan.hardie@chaffey.edu.
c. Injury or Illness on the Job (www.chaffey.edu/public_safety/Nurse-On-Call.pdf)

In the event of a life- or limb-threatening situation or if the student employee is unresponsive, call 911 or campus police at extension 6911.

Student employees are required to immediately report all work-related injuries/illnesses to their immediate supervisor (whether minor or serious in nature). The injured employee and supervisor must then contact Company Nurse® to report the injury/illness at (888) 375-0280.

Note: Company Nurse® does not diagnose injuries. The nurse utilizes a triage process that will guide the employee to the appropriate level of care for treatment given the information obtained during the telephone call.

The supervisor and/or employee must be ready to provide the following information when reporting an injury/illness to Company Nurse®:

- Date, time, and place of accident.
- Date and time incident was reported to supervisor.
- Description of medical complaint/injured part of body.
- How did the accident happen (provide all details)?
- Specify machine, tool, substance or object most closely connected with the accident.
- What was the employee doing when accident occurred?
- What actions, events, or conditions contributed most directly to the accident?

The immediate supervisor must also contact the Chaffey College Office of Safety and Risk Management at (909) 652-6530 to report the incident.

d. Summer Parking Passes

Free parking permits are not provided to student employees during terms in which they are registered for classes. However, if a student employee will be working during the summer and is not registered for any summer classes, he or she may obtain a free parking permit for the summer session. If applicable, contact the Student Employment Office or Campus Police for information on obtaining a temporary parking permit for the student employee.

e. Providing References

Current and former student employees may list the name of their immediate supervisor as a reference on future job applications. In the event that you are contacted, a tip sheet on providing references is available in the student employment folder on the Z drive and is accompanied by a fill-in-the-blank reference letter template.