INTRODUCTION
The purpose of this manual is to define the rules and regulations of the Student Employment Program at Santiago Canyon College (SCC) for current and future student assistants. The Manual will explain eligibility rules, hiring processes, on-the-job training, how to properly report work hours, and finally what is expected of student assistants at SCC. Should anyone need further information regarding on-campus student employment at SCC, please contact On-Campus Job Placement at (714) 628-4867.

SCC is committed to offering students excellent training, including the opportunity to obtain hands-on experience. We offer three types of student employment; District Funds/Special Project, Federal Work Study Program (FWS), and the CalWorks Program.

Rancho Santiago Community College District prohibits discrimination and harassment based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. This Board policy applies to all employment practices, including recruitment, selection, promotion, transfer, salary, training and development, discipline and dismissal.  RSCCD EQUAL OPPORTUNITY EMPLOYMENT POLICY.

ELIGIBILITY & PROGRAMS
Students must be eligible to work in the United States, be currently enrolled in a minimum of 6 units of college credit during each semester they are hired to work; continuing education students are required to maintain active enrollment, and attend at least one 4 hour per week class*, and must have a GPA of 2.0 or higher before they can be considered for on-campus positions; the exception is the summer session students must be currently enrolled in one unit. Student assistants are not allowed to work for more than one department at a time. Each department determines the number of hours that students may work each week up to a maximum of 20 hours. FWS students may work a maximum of 20 hours per week (as needed) until they have earned their total Work Study Award. There are some limited tutoring positions off campus at pre-approved sites.
Eight-Week Module Courses: Units will count towards the 6.0 unit minimum requirement as long as the student is concurrently enrolled in a Sixteen-week semester class with a minimum of 3.0 units.

Periods of non-enrollment: Students may work when classes are not in session only between periods of valid enrollment. For example: If classes are not offered between December 15th and January 6th, a student may work during this time only if they are enrolled in at least 6 units during the preceding fall term and at least 1 unit during Intersession. If this period is longer than 4 weeks the student is subject to Social Security and Medicare taxes in addition to state and federal taxes. Students not enrolled/attending Intersession must stop working on December 15th.

Spring Semester: Intersession and spring units will be added together to meet the minimum 6.0 unit requirement. Students must be enrolled and actively attending a minimum of 1.0 unit* during Intersession to qualify to work.

Summer Session: Students must be enrolled and actively attending a minimum of 1.0 unit*; their classes must be active during the time frame they will be working.

* Student’s not currently enrolled in 6.0 units of college credit during pay periods in which a time sheet is being submitted are subject to Social Security and Medicare taxes in addition to state and federal taxes.

**District/Special Project Funds**
Positions are filled by students looking for part-time work, received a Federal Work Study award and/or have been sent to the On-Campus Job Placement Office to be hired to work at a specific pre-approved work assignment.

**Federal Work Study Program**
The Federal Work Study Program (FWS) is a federally funded program that gives students the opportunity to work on-campus. FWS requires the completion of the Free Application for Federal Student Aid (FAFSA). Students must meet specific eligibility requirements. Due to limited funds, FWS is awarded on a first-come, first-serve basis. See Hiring Process. On-Campus Job Placement will make every effort to match students to positions that are closely related to their majors, skills, interests and available hours. You will be given a Referral Form and supervisor contact information to schedule an interview appointment. Refer to Interviewing section.

FWS award IS NOT a guarantee of employment.

- To work under the Federal Work Study (FWS) program, students must meet the following requirements:
  - Receive a FWS award from the Financial Aid Office.
  - Schedule an appointment with the Job Placement Coordinator; refer to the hiring process information.
Stay actively enrolled in 6 or more units each semester. Exception: must be actively enrolled in 1 unit for summer session.

Maintain **Financial Aid Satisfactory Academic Progress**

**CalWorks Program**
The California Work Opportunity and Responsibility to Kids (CalWORKS) program is designed to assist families as they become financially self-sufficient. The Student Placement Program provides campus employment for eligible participants with the short-term goal of preparing them to move into unsubsidized employment, and the long-term goal of taking active control of their own lives and managing their work careers.

**INTERVIEWING**
It is important that you make a good impression at the interview (this is, after all, A JOB!). When applying for on-campus positions a student should behave in a professional manner. On-campus supervisors are not expecting a suit and tie but you need to be neatly dressed and clean. A resume will be helpful highlighting the skills and qualifications that you will bring to the job. The interview is also your opportunity to ask questions regarding the expectations of the position.

**HIRING PROCESS**
You may not begin work until you have had an appointment with the Job Placement Coordinator and completed the Hiring Packet. You must schedule an appointment in person, E-104 to pick up the required Hiring Packet. When you schedule your appointment identify yourself as a “New Hire” or “Re-Hire” (you have previously worked for RSCCD). You will be given the appropriate packet. The packet must be completed in blue/black ink prior to the appointment. Leave blank anything you are unsure of. If you make a mistake you may reprint the forms from our website; forms with mistakes or white-out will not be accepted. Go to the left sidebar under the student section “Forms” select the title of the form you wish to print. The appointment will last approximately 30 minutes, so plan accordingly.

**Hiring Packet:**
The Hiring Packet will include the following:

- Payroll Form*
- Student Assistant Employment Application*
- W-4 Form*
- Notice of Exclusion from CALPERS Membership*
- Designation of Beneficiary*
- Code of Confidentiality*
- Sexual Harassment Policy*
• Workers’ Compensation Pre-Designation of Personal Physician*
• Oath of Allegiance
• Employment Eligibility Verification: Form I-9

*Re-Hire Packet:
A Re-Hire Packet needs to be completed by all student assistants who have had previous employment with the RSCCD district. This must be completed by all continuing student assistants every year before June 20th.

RSCCD utilizes E-Verify to obtain authorization to work for all employees.

ORIGINALS OF THE FOLLOWING ARE MANDATORY (no copies): Refer to: Form I-9 for complete details.

• U. S. Citizen
  o Original Social Security Card
  o And one of the following:
    ▪ Picture I.D. - Driver’s License or ID card issued by a State
    ▪ U. S. Passport or U.S. Passport Card Birth Certificate
    ▪ Certificate of U.S. Citizenship OR
    ▪ Certificate of Naturalization

• Not a U.S. Citizen
  o Social Security Card
  o Picture I.D. - Driver’s License or ID Card issued by a State
  o Permanent Resident Card (Green Card) with photograph
  o I-94 card OR
  o Unexpired foreign passport with attached Employment verification
  o Employment authorization document issued by the Department of Homeland Security

• Alien Authorized to Work
  o If you are an alien authorized to work, you must provide the original employment authorization document issued by the Department of Homeland Security (I-766)

• International Students
  o Unexpired foreign passport
  o Form I-20 with the Designated School Official’s endorsement form
  o A valid Form I-94 or I94A Arrival/Departure Report indicating F-1 nonimmigrant status; provide a paper version printed from U.S. Customs and Border Protection website.
  o Obtain a letter from the Job Placement Coordinator to be processed by the International Students Office, Rm. U-105-4, 714-628-5050
**Referrals**
Once you have completed the hiring paperwork with the Job Placement Coordinator you will be given a Referral Form to be completed and signed by you and your supervisor. It is your responsibility to return the signed Referral Form to the On-Campus Student Placement Office, E-104.

**Working in Child Development Services?**
See New! Legally required immunizations detailed at the end of the last page of this student manual

**TIMESHEETS, PAYCHECKS and WAGES**

**Timesheets**
Instructions on how to complete a timesheet as well as the Payroll Schedule will be covered during your hiring appointment and online. Accurately and consistently record time worked at the end of each work period. You must total your hours worked at the end of each month and record it on your timesheet in the appropriate box. Timesheets must be completed in blue/black ink; pencil and white out will not be accepted. Corrections must be initialed. Your supervisor must sign, date and turn in your timesheet by the due date. Timesheets are due in the On-Campus Job Placement Office by 5:00pm on the 11th of each month. If the 11th falls on a weekend they must be delivered on the Friday before. We will not accept timesheets from students. Due dates for the year are listed on the Payroll Schedule.

**Monthly Payroll**
Wages will be deposited onto a Payroll Card through the Schools First Federal Credit Union (SFFCU) on the 10th of each month; refer to the Payroll Schedule. To opt out of the payroll Card use, complete and return the Payment Option Authorization Form to the On-Campus Job Placement Office, E-104:

1. Have monthly wages direct deposited into your bank account.
2. Receive a paper check through the mail; complete the Payment Option Authorization Form annually before July 1.

**Wages**
All students employed through SCC are titled “Student Assistant” I, II, III, IV, V, VI; the level for which a student is hired depends on the job description. Certain positions (those that require very specific skills) students may be placed on a higher classification from the beginning. Position requirements are set by supervisors and wages are approved by the Job Placement Coordinator.

Student assistant wages must be claimed as income. Wages are subject to federal and state income tax deduction, if these wages plus any other income earned through employment exceeds the amount allowable by the Federal Government.
Any student, who is employed as a student assistant by RSCCD and is enrolled in 5.0 units or less, is subject to Social Security and Medicare taxes. To avoid paying these taxes, the student must maintain enrollment in 6 units or more.

**Employee Information System (EIS)**

Register with (EIS) [https://employee.ocde.us](https://employee.ocde.us) to obtain your paycheck stubs, W-2, and your sick-time balance. Before beginning, make sure you have the following information available:

- Employee ID (920 + student ID number)
- Last 4 digits of your social security number
- Date of birth
- Valid e-mail address

Make sure you check for an email with the subject “EIS E-mail Confirmation.” Open the email and follow the directions. Your registration is complete when you receive the message "Congratulations, you have successfully registered for the Employee Information System!" Use your e-mail address and password to log in to the system.

**PROCESSING & CLEARANCE**

Each school year both new and returning student assistants must be RSCCD Board approved and processed by On-Campus Job Placement before they can begin working. It is the responsibility of the student assistant to return the signed referral form to our office. Students are approved to work for an entire fiscal year which begins July 1st and ends June 30th. Returning student assistants must complete a Re-Hire packet if continuing to work after July 1st the following fiscal year.

**TRAINING**

The training process can be a rewarding experience for student Assistants. Students play the key role in their future employment success and therefore should make every effort to develop characteristics of good judgment, dependability, initiative and responsibility.

The immediate supervisor will set up a training session with the student. This training session usually occurs on the first day of work and will be a continuing process. This may be done very informally. The student should review the jobs’ responsibilities with the supervisor. If you do not understand instructions, please do not be afraid to ask questions.

You should note the name and phone number of your immediate supervisor in case of emergencies, illness or late arrival.

**BREAK & MEAL TIMES**

A student who works a 4-6 hour shift should get one 15 minute paid break per shift. Any student who works more than a 6 hour shift is entitled to one 15 minute paid break and one 30 minute unpaid meal break. A student working a 7-8 hour shift is entitled to two 15 minute paid breaks and one 30 minute unpaid meal break.
• 15 minute break period (do not record on the timesheet)
• 30 minute lunch break must be recorded on the timesheet; refer to Forms under Timesheet for example.

STUDENT EVALUATIONS
Once a semester a Student Assistant Performance Evaluation form is sent to the immediate supervisor. The supervisor will discuss the evaluation and send the completed form to On-Campus Job Placement Office. This is an excellent opportunity for students to learn how to improve performance and to receive feedback from supervisors. It’s a great opportunity to build a sound work record. A favorable work record established by students may well prove to be a valuable source of reference for future employment.

STUDENT ASSISTANT RESPONSIBILITIES AND GUIDELINES
• Learn and satisfactorily perform specific duties.
• Stay actively enrolled in six or more units each semester. Exception: must be actively enrolled in one unit for summer session. If you drop below the unit requirement you will be immediately terminated.
• Maintain a 2.0 GPA
• Maintain Financial Aid Satisfactory Academic Progress; FWS only.
• A positive attitude is essential to your job success, be enthusiastic and attentive. If you do not understand something, ask questions until you do!
• DO NOT conduct personal affairs while working. Keep cell phones and other electronic items turned off during your shift. Except for family emergencies, personal incoming and outgoing telephone calls or texts are not allowed.
• Friends may not visit or study with you while you are on the job.
• Personal use of office equipment (copier, computer, fax machine, etc) and supplies is prohibited.
• Respect and maintain the confidentiality of any information you may come into contact with while on the job. You are required to read, agree to, understand and sign the Code of Confidentiality; a signed copy will be filed with your records.
• Immediately bring to your supervisor’s attention any problems or concerns you may have pertaining to your position.
• Read and comply with the RSCCD Sexual Harassment Policy
• Perform the duties of your assigned position to the best of your ability
• You may not simultaneously work two student assistant positions
• Cooperate in scheduling work periods. Once a schedule is established, you are responsible for adhering to it. You may not exceed twenty hours a week or work longer than an eight hour day. You may not work more than five consecutive calendar days without a day off.
• BREAKS: You must work at least four (4) hours to be entitled to a 15-minute break. The break should be arranged with the supervisor. A student assistant who works more than six (6) hours in a day must take an unpaid 30 minute break. You must indicate on the timesheet when
the break was taken. *Timesheets showing more than 6 hours with no break indicated will be returned to the supervisor, and may result in a delay of the paycheck.*

- Accurately and consistently record time worked at the end of each work period
- Report to work on time and inform your supervisor or another SCC staff member whenever you will be out or late. You should be able to give the reason for your absence or tardiness. More than three absences per semester or failure to appear for work without notification are grounds for termination. Absences will not be compensated.
- Establish a good working relationship with your supervisor and other department members
- Respond positively to constructive criticism
- Inform your supervisor of any plans to end employment. The customary notification time period is two weeks
- Federal Work Study students are required to notify their supervisor of any changes in their Federal Work Study award
- Dress appropriately. Avoid brief shorts, tank tops, torn jeans, flip-flops or bare feet.
- The use of drugs and alcohol is absolutely forbidden.
- In the event of alleged violations of municipal, state and/or Federal laws, the associate of the respective department and the Chief of Campus police will be consulted.
- You may not bring children to your worksite; no exceptions

**SUPERVISOR RESPONSIBILITIES**

- Be innovative in developing job opportunities and duties
- Interview, create schedules, orient and train
- No supervisor shall require a student assistant to work when he/she is scheduled for classes or examinations
- Students should be released early enough so that they will not be late for class. However, students should be given credit on the timesheets only for time spent at the work site.
- Exams: During the final week of exams, must alter student assistant schedule if necessary
- Do not permit students to begin working until you have a timesheet for them
- Supervise student assistants assigned to you at all times and give direction
- Monitor the timesheets daily. Verify the accuracy, sign and initial next to any change or weekend/holiday hours you approved.
- Students are not permitted to work more than eight hours a day, five consecutive calendar days without a day off, work more than twenty hours per week
- Complete evaluation forms and return to the On-Campus Job Placement Office by the required date
- Discuss frankly with your student assistant any problem related to staff, yourself or job duties. If the problem cannot be resolved, bring it to the attention of the Job Placement Coordinator
• SCC is responsible for all student assistants. Therefore, it is extremely important that every supervisor insist that all student assistants abide by current safety and health precautions. Students and supervisors are urged to report any unsafe practices or conditions that they encounter on campus to the Chief of Campus Police.
• Select students for employment without regards to sex, age, race, religion, marital status, or handicap
• Nepotism: Supervisors may not under any circumstance hire immediate relatives to work in their departments
• Keys will not be furnished to student assistants under any circumstance
☐ If a student is injured while working, the supervisor must refer the student to Student Health & Wellness Services for care and to Risk Management for proper paperwork/medical referral. Any injury must be reported as soon as possible. SCC is required to report known injuries to the Workers’ Compensation carrier within 24 hours
☐ Students are not permitted by SCC to operate any vehicle, their own or their employers, during the course of their work duties without prior authorization and completion of proper liability forms.
• Students are not permitted by SCC to be a passenger in any personal vehicle
• During winter, spring and summer breaks students will not work; unless the On-Campus Job Placement Office has received and granted a request
• Students may not volunteer to work under any circumstance
• Student assistants are not allowed to work for more than one department at a time.

Breaks and Meal Times
A student who works a 4-6 hour shift should get one 15 minute paid break per shift. Any student who works more than a 6 hour shift is entitled to one 15 minute paid break and one 30 minute unpaid meal break. A student working a 7-8 hour shift is entitled to two 15 minute paid breaks and one 30 minute unpaid meal break.

• 15 minute break period do not need to be recorded on the timesheet
• 30 minute lunch break must be recorded on the timesheet; refer to Forms under Timesheet for example.

STUDENT ASSISTANT EMPLOYMENT RIGHTS/LIMITATIONS
• Students are hired as student Assistants with no job rights regarding continued employment. Students may be released from employment at any time
• Students are not eligible for unemployment benefits
• Supervisors may terminate a student’s employment without any prior warning. Students may also voluntarily terminate their employment. Students planning on returning to work at SCC in the future must give a two weeks advance notice.
• Students are not permitted by SCC to operate any vehicle, their own or their employers, during the course of their work duties without prior authorization and completion of proper liability forms
• Students are not authorized by SCC to lift articles weighing more than 35 lbs.
• Student Assistants are not classified employees of the College and are not members of the California School Employees Association
• If a student has a work-related grievance, he/she should meet with his/her immediate supervisor and make an earnest attempt to resolve the problem. If the issue has not been resolved, the student should contact the Job Placement Coordinator.
• During winter, spring and summer breaks, students will not work
• Student Assistants do not earn any type of permanent status while employed with the College
• Student assistants are not eligible for health insurance coverage, vacation, paid holidays, retirement benefits or any other benefits offered through Santiago Canyon College, except for sick leave accrued as stated in AB1522.
• Per **State of California AB 1522 Healthy Families Act** 1-hour sick leave is accrued for each 30 hours worked.
  ▪ Minimum of 2 hours must be claimed at one time
  ▪ Starts accruing when employment begins, but cannot be used until 90 days after first date of employment
  ▪ Maximum hours that can be **used** per fiscal year (July 1 – June 30) are 24
  ▪ Maximum hours that can be **accrued** per fiscal year are 48 – any excess will be rolled over to following fiscal year
  ▪ Sick leave is paid at employee’s regular wage rate
  ▪ Sick leave continues to accrue until employment terminated
• Overtime is not allowed under any circumstances
• Students are not permitted to work more than five consecutive calendar days without a day off
• Students may not volunteer to work even if they are requested to do so by their work-site supervisors
• For reasons of liability, students are discouraged from spending time at their work site when they are not scheduled to work. Exceptions to this rule would be in “public” areas, such as the Library
• Student assistants are eligible for Workers’ Compensation. If a student is injured while working, the supervisor must refer the student to Student Health & Wellness Services for care and to Risk Management for proper paperwork/medical referral. Any injury must be reported as soon as possible. SCC is required to report known injuries to the Workers’ Compensation carrier within 24 hours.

**Fingerprint & Tuberculosis Clearances**
Some student assistant positions require a Fingerprint and/or Tuberculosis clearance before the student is allowed to work.

**New! Students working in Child Development Services**
As of September 1, 2016, California law requires that all employees or volunteers at childcare centers show proof of immunization against Influenza, Pertussis, and
Measles. Click this link to read the details of the requirements. Do not delay in getting this paperwork turned in to the On Campus Job Placement Coordinator.

For more information please contact the On-Campus Job Placement Office at (714) 628-4867.