Eligibility for Employment as a Temporary Student Employee: Qualification for Student Employee status requires enrollment as a student within the District for the requisite number of semester units, as provided below. Students attending other educational institutions who are not enrolled as students within the District do not qualify for Student Employee status and must be employed as Short-term Employees (see Administrative Procedure 7120-6).

1.1 Full-Time Students: A student who is enrolled in a credit program within the District for twelve (12) semester units or more during a semester may be employed part-time as a Student Employee during the semester for not more than twenty (20) hours per week.

1.2 Work Study/Work Experience Students: A student in a work-study program or work experience education program conducted by the District which is financed by state or federal funds and who is enrolled in a credit program within the District for at least six (6) semester units during a semester may be employed part-time as a Student Employee during the semester for not more than twenty (20) hours per week.

Verification of Student Status

2.1 Verification of enrollment within the District for the appropriate number of semester units is required for each semester of employment. A copy of the Student Employee’s class schedule must be submitted with the initial request for employment. Continuing verification of student status is required on a monthly basis.

2.2 Supervising managers are responsible for monitoring the eligibility status of Student Employees and must notify the District Office of Human Resources immediately if the employee no longer meets the eligibility criteria. Employment will be automatically terminated if the student fails to maintain the required number of units for eligibility.

Conditions of Employment

3.1 Terms of Employment: Student Employees are temporary employees. They are employed on an "as needed" basis, subject to termination at will by either the District or the employee.

3.2 Period of Employment

3.2.1 Student Employees who are employed during the fall semester and who maintain eligibility through the end of the semester may continue their employment in Student Employee status through the winter recess if they are eligible to enroll in classes for the subsequent spring semester. If the student is to be reemployed as a Student Employee for the subsequent spring semester, a copy of the student's class schedule verifying enrollment for the appropriate number of semester units is required.

3.2.2 Student Employees who are employed during the spring semester and who maintain eligibility through the end of the semester may continue their employment in Student Employee status through June 30 of the fiscal year. If the student is to be reemployed as a Student Employee for the subsequent
AP 7120-7 Employment of Student Employees

fall semester, a new request for employment and verification of eligibility must be submitted.

3.2.3 Students employed in the summer during the period July 1 through the starting date of the subsequent fall semester must be employed as Short-Term Employees (see Administrative Procedure 7120-6).

3.3 Employment Limitations

3.3.1 The employment of a Student Employee shall be limited to not more than twenty (20) hours per week. Employment will be automatically terminated if this limitation is exceeded.

3.3.2 The service to be performed may not be of a type designated as "academic" in Title 5 of the California Code of Administrative Regulations (i.e., service which requires state-mandated minimum qualifications.)

3.3.3 The service to be performed may not be similar to that performed by a trade or business professional (e.g., CPA) or of a type that requires professional licensure.

3.3.4 A person employed as a Student Employee shall not be concurrently employed in any other capacity within the District.

3.3.5 The employment of a Student Employee during any period of service shall be limited to work under the direction of one immediate management supervisor. The supervising manager shall be responsible for ensuring that the employment limitation of twenty (20) hours per week is not exceeded.

3.3.6 Employment of students shall not result in the displacement of classified personnel.

4.0 Compensation

4.1 Student Employees will be compensated at the appropriate hourly rate according to the NonClassified Short-Term Hourly Employee Rate Schedule, for the actual hours of service rendered in performance of the specified duties.

4.2 Persons employed as Student Employees are not eligible to participate in the District's Health and Welfare plan or optional fringe benefit plan in conjunction with their employment as a Student Employee.

4.3 Persons employed as Student Employees do not receive paid sick leave, paid holidays, paid vacation days, or paid leaves of absence in conjunction with their employment as a Student Employee.

5.0 Effective Date: This revised procedure becomes effective July 1, 2013.

Date of Adoption: February 12, 2008
Date of last revision: March 25, 2013 District Consultation Council