

AP 7120-7 Employment of Student Employees

Reference: Healthy Workplaces, Healthy Families Act of 2014 (AB1522)

- 1.0 **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.
- 2.0 **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.
- 3.0 **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

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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 Beginning July 1, 2015, employees will accrue one (1) hour of paid sick leave for every thirty (30) hours worked. This sick leave will carry over from year to year but is limited to a maximum balance of forty-eight (48) hours. Employees are eligible to use this leave once it has been accrued, however, it must be used in whole hour increments. When separating from the District, employees will not be provided compensation for any accrued, unused paid sick leave hours. If an employee separates from the District and is rehired within one year from the date of separation, any previously accrued and unused paid sick days will be reinstated.

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- 4.3.1 Upon oral or written request, the District shall permit an employee to use paid sick leave for the following purposes:
 - 4.3.1.1 For the diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or an employee's family member. "Family member" means any of the following:
 - 4.3.1.1.1 A child, which for this purpose means a biological, adopted or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of child is applicable regardless of age or dependency status.
 - 4.3.1.1.2 A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
 - 4.3.1.1.3 A spouse or registered domestic partner.
 - 4.3.1.1.4 A grandparent or grandchild.
 - 4.3.1.1.5 A sibling.
 - 4.3.1.2 For an employee who is the victim of domestic violence, sexual assault, or stalking, the purposes described in subdivision (c) of Section 230 and subdivision (a) of Section 230.1.
- 4.4 If the need for sick leave is foreseeable, employees shall notify the Immediate Management Supervisor not less than two (2) working days in advance of the day and time of the appointment. If the need for paid sick leave is unforeseeable, employees shall contact the supervisor's office as soon as possible, but not later than the scheduled time the employee would be required to report for duty.
- 4.5 Persons employed as Short-Term Employees or Substitute Employees do not receive paid holidays, paid vacation days, or paid leaves of absence in conjunction with their employment as a Short-term Employee or Substitute Employee.

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