

SCC On-Campus Job Placement Student Employee Manual



Introduction

Congratulations on your new position as a student employee at Santiago Canyon College (SCC). It is our sincere hope that this opportunity will be a wonderful learning experience that supplements your academic pursuits within the student employment program.

Purpose of the Student Employment Manual

The purpose of this manual is to educate student employees on the procedures and rules of the Student Employment Program. As an employee of Rancho Santiago Community College District (RSCCD) and SCC, you are expected to familiarize yourself with the contents of this manual. Although your supervisor will guide you through the employment process, it is your responsibility to:

- Know what paperwork must be completed from the On-Campus Job Placement office
- Familiarize yourself with the payroll schedule
- Abide by the SCC [Code of Conduct](#).

Student Employee Definition

A student employee is a part-time hourly employee who is concurrently enrolled in at least 6 units during the Fall and Spring semesters at Santiago Canyon College. Student employees are “students” first, with an educational goal of pursuing a degree, certificate, transferring, or career/personal enrichment. Student employment is interim or temporary in nature. Students are not meant to be ongoing or permanent workers of the District or to be utilized as replacements for regular classified positions. Student employees perform clerical, manual, skilled, technical or other duties ranging from routine to advance.

“He who cannot be a
good follower cannot
be a good leader.”

-Aristotle

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Types of Student Employment

District/Special Project Funds

Earnings for department positions are paid from a department's budget and do not require the completion of the FAFSA.

To be eligible to work for District funded positions, students are required to:

- Obtain a **Student Offer of Employment** from the department that would like to hire them
- Maintain at least 6 units (Fall and Spring)
- Maintain a minimum 2.0 GPA
- SCC as home campus (not SAC)

Federal Work-Study (FWS)

The U.S. Department of Education awards schools a certain amount of funding each year to allow students to supplement their education costs. Students eligible for FWS may be awarded \$3,500 (in some cases more) per academic year.

To be eligible for FWS, students are required to:

- Complete the Free Application for Federal Student Aid (FAFSA)
- Work with the Financial Aid Office to have a complete file, and receive an Award Letter
- Maintain at least 6 units (Fall and Spring)
- Maintain a minimum cumulative 2.0 GPA
- SCC as home campus (not SAC)

Please note: FWS student employees must stop working once they have earned their full award allotment.

CalWorks Work Study

The CalWORK's Work Study program connects eligible students to part-time jobs on and off-campus. To be eligible to work for CalWork's Study, students are required to:

- Contact the SCC CalWorks Office for program eligibility requirements
- Complete the Free Application for Federal Student Aid (FAFSA)
- Maintain at least 6 units (Fall and Spring)
- Maintain a minimum cumulative 2.0 GPA
- SCC as home campus (not SAC)

Interviewing

It is important that you make a good impression at the interview (this is a REAL 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

After you have been offered a position at SCC, the On-Campus Job Placement Office will send an email instructing you to complete the New Hire Packet (NHP) located in your [Self-Service portal](#).

The NHP will include the follow forms:

- Payroll Form
- I-9 Employment Verification
- W-4 federal withholdings
- EDD state withholdings
- Oath of Allegiance
- Exclusion from CALPERS Membership
- Designation of Beneficiary
- Code of Confidentiality
- FERPA
- Sexual Assault and Other Assaults on Campus (Title IX)
- Workers' Compensation Pre-Designation of Personal Physician

New Hire Orientations (NHO)

All new hired student employees are required to attend a 1-hour NHO. Orientations will be held throughout the academic year (fall*spring*summer). Students will need to sign-up to attend. NHO schedules will be made available online, by email, and posted in the JP Office. At the orientation, the Job Placement Coordinator will cover the following items:

- Student's Rights and Responsibilities Guidelines,
- Timesheets
- Payday Schedule
- Unit Requirement Policy
- Sick Leave Policy
- EIS: Signup to access pay stubs and track your sick leave balance
- Holiday Calendar
- Wellcomp (Workers Comp)
- [COVID-19 Vaccine Requirement](#)
- Mandated Reporter Responsibilities

In addition to completing the NHP, you will be required to bring the following forms of identification in-person to the Job Placement Office:

US Citizens

- Valid Picture ID (i.e. student id card, driver's license, US passport)
- Original Social Security Card (Must be signed)

Not a U.S. Citizen

- Social Security Card
- Picture I.D. - Driver's License or ID Card issued by a State
- Permanent Resident Card (Green Card) with photograph
- I-94 card OR
- Unexpired foreign passport with attached Employment verification
- Employment authorization document issued by the Department of Homeland Security

Alien Authorized to Work

- 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

- Unexpired foreign passport
- Form I-20 with the Designated School Official's endorsement form employment
- 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.
- Obtain a letter from the Job Placement Coordinator to be processed by the [International Students Office](#), Rm. U-105-4, 714-628-5050

“Don't watch the clock;
do what it does.
Keep **GOING.**”

-Sam Levenson

Timesheets

- Timesheets for student employees are generated and sent to their supervisors each pay period
- Supervisors must distribute timesheets to their student employees
- Supervisors must provide their signature which certifies that the information (account number, pay period, hours worked, etc.) reported on each timesheet is true and correct to the best of his/her knowledge
- Timesheets may be signed by the student's direct supervisor, alternate staff who is a full-time employee working in the same department, or the department administrator
- **It is ultimately the student's responsibility to submit his or her timesheet in a timely manner**
- Timesheets are due typically by or before the 11th of each month
- Supervisors should keep a copy of their student's timesheet
- Late timesheets are accepted but may result in a one-month delay in receiving a paycheck

Ways to submit timesheets by student or supervisor:

- Email: langelier_sonya@scccollege.edu
- In-person
- Fax: (714) 639-0756

PROCESSING & CLEARANCE

Each school-year both new and returning student employees must be RSCCD Board approved and cleared by On-Campus Job Placement before they can begin working. Students are approved to work for an entire academic year, which begins July 1st and ends *June 30th.

Supervisors may request for students to return to work beginning July 1st by completing the Return to Work Request. Requests for New and returning FWS students begins the 3rd week in August.

****Students who graduate or transfer at the end of spring semester may work until June 30th***

ADVANTAGES OF STUDENT EMPLOYMENT

- **Experience:** Enhances marketability after college
- **Flexibility:** Supervisors at SCC understand that a student's first priority is their education and try to accommodate student's schedules
- **Convenience:** Working on campus requires less travel time and is more flexible with student schedules than many off-campus jobs
- **Campus Connections:** Students work with professional staff members who are vital to the College and may be able to assist with many aspects of their life at SCC. Many students meet some of their best friends through a student employment position
- **Learning Opportunity:** Student employees are considered to be extremely valuable, and it is the intent of the College to provide a work environment that promotes learning opportunities.

Processing & Clearance (continued)

Some student assistant positions require a Live Scan, Health Screening Report, proof of immunization against Influenza, Pertussis, and Measles and Tuberculosis Risk Assessment before they may begin working.

Non-Discrimination

SCC/RSCCD 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.

[Non-Discrimination Policy](#)

Unit Requirement

Student employees are required to maintain a minimum of 6 college units, or be enrolled in approved Continuing Education courses during the fall and spring semesters. College units can only be **combined for SCC & SAC**. College units cannot be combined with any other colleges to meet the 6-unit requirement.

Intersession & Summer Terms: Students do not have to be enrolled during spring-intersession or summer as long as they meet the minimum unit requirement for fall and spring (6 units).

Students who are not meeting the unit requirement will be given time to increase enrollment. If after that time, enrollment has not been met, the student must stop working.

Reinstatement: Student employees are allowed to be reinstated two times (per academic year) after failing to meet the unit requirement. The third time will result in dismissal from work for the remainder of the school-year. The supervisor may request to bring the student back for the next academic year as long as the unit requirement is being met.

4 Year Maximum Work Limit

Student employees are limited to 4 years or 8 semesters of employment at SCC. Student employment is interim or temporary in nature. Student employees are not meant to be ongoing or permanent workers of the District or to be utilized as replacements for regular classified positions. (Education Code section 88003)

At-Will

Student employees are “at will,” which means student employees can be demoted suspended, or dismissed as determined by the department supervisor at any time without warning. In addition, students are hired with no job rights regarding continued employment.

(California code 2922)

Payday

Payday is on the tenth of each month for all student employees. If the tenth falls on a weekend, payday will be the Friday before unless posted otherwise. Student employees may elect to have their paychecks directly deposited into their bank account, apply for the Payroll Card, or receive a paper check. Students who choose to receive a **paper check** have 2 weeks to pick it up in-person at the District Payroll Office (Santa Ana) each payday (10th of each month). Checks that have not been picked up after 2 weeks will be mailed to the employee.

Check stubs are accessible through **EIS**: <https://employee.ocde.us/eislg.aspx>

Note: Employee ID: 920+Student ID (i.e. 9202123456)

Compensation & Benefits

Student employees **are not eligible for paid** holidays, vacation, jury duty, unemployment insurance, or medical/dental benefits. Student Employees are paid only for the hours worked.

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.

Summary of Breaks:

- 4-6 hours – one 15 minute paid break
- 7-8 hours – two 15 minute paid breaks
- 7-8 hours – one 30 minute unpaid meal break

“Education is the passport to
the future, for tomorrow
belongs to those who
prepare for it today”

-Malcolm X

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. The student should review the jobs' responsibilities with the supervisor. If students do not understand instructions, ask questions.

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

Verification of Employment (VOE)

All VOE's requests for current and former student employees must be submitted in writing (i.e. email, fax, by mail). VOE's are conducted by the On-Campus Job Placement Office. We do not provide verbal verification of employment or confirm employment over the phone.

Note: The On-Campus Job Placement Office does not provide verification of job performance, personal character, or academic status.

Parking and Office Keys

Student employees are not eligible for staff parking permits and must park in student lots. If you are scheduled to work in the evening, please be aware that campus escorts are available by contacting [Campus Safety & Security](#). Student employees are not eligible to receive office or building keys/key-cards.
Safety & Security contact Info: (714) 628-4730

“The pessimist sees
difficulty in every opportunity.
The optimist sees opportunity in
every difficulty”

-Winston Churchill

Work-Related Injuries *(Workers Comp)*

At the time of hire, student employees are provided with a Worker's Compensation Pamphlet explaining the process that must be followed, should a work-related injury occur. In the event of a work-related injury, the student must first inform their supervisor. The supervisor will provide the following information to the student employee or may contact the On-Campus Job Placement Office.

To initiate your Workers Compensation claim, you must contact Company Nurse @ (888) 770-0929. You will speak directly with a nurse who will assist you with medical advice and/or referral to the nearest approved work comp clinic, see Medical Provider list attached. If asked for a Group search code use "RSCCD". Risk Management contact information: (714) 480-7570

Next Steps:

- Complete the DWC-1 form, items 1 – 9 and return hard copy to Risk Management.
- Complete page 1 of the Accident Investigation Report, sign it and give it to your supervisor to complete page 2. Supervisor to forward completed form to Risk Management within 24 hours of the injury.
- If anyone observed the injury, have the witness complete the "Witness Statement".
- When you go to the clinic the doctor will give you a note with any work restrictions. Give that note to your supervisor. If the doctor sends you back to work with restrictions, we will try to accommodate those restrictions by providing you with modified duty.

Note: Student employees are not eligible for **Worker's Comp pay**. They may however use any accrued Sick Leave.

Student Accidents *(Non-Work Related Injuries)*

The District provides accident insurance for credit students and student athletes for accidents resulting in injuries occurring on District property or during certain off campus activities. Illnesses are not covered by Student Accident Insurance. The insurance is secondary insurance and pays only those specified medical expenses not covered by the student's own medical insurance. The policy has various coverage limits and is not a substitute for private medical insurance.

For more information, contact the On-Campus Job Placement Office: (714) 628-4867

Nepotism

Supervisors may not under any circumstance hire immediate relatives to work in their departments. In addition, the student employee may not be related to the Manager, Classified or Faculty members in that department.

Schools First Federal Credit Union Membership

Student employees are considered employees of RSCCD and are eligible for membership at Schools First Federal Credit Union. If you are interested in becoming a member, you may contact the Job Placement Office for more information.

Name Badges

Your supervisor may request Student Employee name badges. Name badges are good for one academic year.

Sexual Harassment Policy

The Santiago Canyon Community College District is committed to providing an academic and work environment free of sexual harassment. Upon hire, each student employee is provided with the Sexual Harassment Policy Handbook, which includes procedures for filing, investigating, and resolving complaints of sexual harassment within the district. Supervisors are required to immediately report any potential violations of the sexual harassment. [Sexual Assault Responsibilities Video](#)

Subpoenas for Personnel Records

Subpoenas for personnel records and student records may only be accepted by the office of Risk Management. **Subpoenas are not accepted at any of the RSCCD campuses or Centers.** Process servers should be directed to:

Rancho Santiago Community College District
Risk Management Department
2323 N. Broadway, #225
Santa Ana, CA 92706
(714) 480-7570

Garnishments

Student employee wages are subject to garnishments due to nonpayment of debts (alimony, child support, unpaid tax etc.). For more information, contact the Job Placement Office.

Mandated Reporter

The California Child Abuse and Neglect Reporting Act (“CANRA”) (Penal Code §§ 11164-11174.3) recently expanded the list of public and private officials who are required to report suspected cases of child abuse to include all California community college employees. **Employees are required to read and sign this acknowledgement form.**

Emergency Preparedness

Student employees must participate in emergency preparedness drills each year. Your supervisor will review the emergency preparedness procedure and make you aware of your department's evacuation location. Student workers should also be informed where the department stores its first aid kit.

Violations

- 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.
- You may not simultaneously work two student assistant positions
- The use of drugs and alcohol is absolutely forbidden.
- You may not bring children to your worksite; no exceptions

Student Employee Responsibilities and Guidelines

1. Learn and satisfactorily perform specific duties.
2. Stay actively enrolled in a minimum of 6 or more units each semester. Exception: must be actively enrolled in 1 unit for summer/intersession. If you drop below the unit requirement you will be immediately terminated.
3. Maintain a 2.0 GPA
4. Maintain Financial Aid Satisfactory Academic Progress (FWS student employees)
5. A positive attitude is essential to your job success, be enthusiastic and attentive. If you do not understand something, ask questions until you do!
6. 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.
7. Friends may not visit or study with you while you are on the job.
8. Personal use of office equipment (copier, computer, fax machine, etc) and supplies is prohibited.
9. Respect and maintain the confidentiality of any information you may come in 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.

10. Immediately bring to your supervisor's attention any problems or concerns you may have pertaining to your position.
11. Read and comply with the RSCCD Sexual Harassment Policy.
12. Perform the duties of your assigned position to the best of your ability.
13. You may not simultaneously work 2 student assistant positions; under any circumstance.
14. You may not exceed 20 hours a week or work longer than an 8 hour day. You may not work more than 5 consecutive calendar days without a day off.
15. 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.
16. Accurately and consistently record time worked at the end of each work period.
17. 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 3 absences per semester or failure to appear for work without notification are grounds for termination. Absences will not be compensated.
18. Establish a good working relationship with your supervisor and other department members.
19. Respond positively to constructive criticism.
20. Inform your supervisor of any plans to end employment. The customary notification time period is two weeks.
21. Federal Work Study students are required to notify their supervisor of any changes in their work study award.
22. Dress appropriately (business casual); avoid brief shorts, tank tops, torn jeans, flipflops or bare feet.
23. The use of drugs and alcohol is absolutely forbidden.
24. 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.
25. You may not bring children to your worksite; no exceptions.



HOW TO REACH US

Office Hours	Monday – Thursday: 8:00 a.m. - 4:30 p.m. Friday: 8:00 a.m. - 1:00 p.m.
Location	E-104
Phone	(714) 628-4867
Fax	(714) 639-0756
Email	jobplacement@sccollege.edu
<p>Santiago Canyon College 8045 E. Chapman, E-104 Orange, CA 92869</p>	

RSCCD/Santiago Canyon College 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. [Equal Employment Opportunity](#)