



Santiago Canyon College

What happens here matters.

Student Employee Work Schedules/Maximum Hours

It is RSCCD's policy that student employees **may not** work more than 20 hours per week. The reason for this policy is some of our student employees are minors who have the same hour restriction as part of their [work-permits](#). Some of our student employees are [F-1 International students](#) whose visa stipulates a similar restriction, and some of our student employees are [CalPERS retirees](#) who are also limited in how many hours they can work (960 per fiscal year). In sum, ensuring student assistants do not work more than 20 hours/week while in classes helps protect additional labor laws and requirements that our students may be subject to.

It is a shared responsibility of the student and supervisor to ensure the student DOES NOT EXCEED a 20 hours per week work schedule.

Student employees **may not work**:

- *more than 20 hours per week (*excluding CDC student employees*)
- longer than 8 hours per day
- more than 5 consecutive calendar days without a day off
- during holidays when the campus is closed
- work 2 jobs simultaneously at SCC (one department, one timesheet)
- during Final Exam week (case-by-case per student and supervisor)

***Note:** If a student works more than 20 hours per week, his or her timesheet will be returned to the supervisor for corrections. Any overage of hours can be put on the next pay period timesheet. If necessary, the supervisor may complete a Transfer of Expenditures (TOE) from one account to another to cover the overage.

Position Changes

Student employees who request a position change (job change) within an academic school year must initiate the process by having their current supervisor and new supervisor complete the [Position Change Request](#) form. ALL SIGNATURES REQUIRED.