

# Santiago Canyon College

## Supervisor's Manual for Student Employees



### Introduction

The On-Campus Job Placement Office in collaboration with the Financial Aid, Payroll, and Human Resources Offices direct the employment and payroll functions for all SCC student employees. The On-Campus Job Placement Office is dedicated to bringing the best service to the Student Employment Program by offering students the opportunity to gain work experience. Our goal is to have the employment process run smoothly and efficiently for supervisors and student employees.

### Purpose of Student Employment

Student employment is meant to give students an opportunity to earn money for college expenses, to give students a chance to learn the basics of the workplace, and provide students an opportunity to work in a “field” that may be of interest to them. As supervisors, we need to teach our students as much as we can about being a contributing member of society; this includes teaching workplace skills. If you teach your student employee good work skills, you and the student will both benefit, and so will the college.

### 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. Please refer to the [Student Employee Salary Schedule](#) for additional job duty guidance.

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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:

- Sign 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 CGPA
- 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. **FWS student employees must stop working once they have earned their full award allotment.**

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
- Sign 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 cumulative 2.0 GPA
- SCC as home campus (not SAC)

**Note:** FWS funds are limited and on a first come, first serve basis. FWS is not guaranteed.

### \*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)
- Work with the Financial Aid Office to have a complete file, and receive an Award Letter
- Sign 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 cumulative 2.0 GPA
- SCC as home campus (not SAC)

## Recruitment and Job Postings

If you have an open position(s) and would like the On-Campus Job Placement Office to assist with recruiting, we ask that you send an email to the Job Placement Coordinator giving a short job description, work hours, pay rate, and your contact information. We will send an email blast to a pool of students that meet the basic criteria to work as a student employee. Included in the email blast will be an application for the student to complete and send to the department they wish to apply. All student inquiries will be directed to the designated contact person within the department.

## Before Offering a Position

Students must:

- Have SCC as their home campus (no exceptions)
- Be actively enrolled in 6 or more units or Continuing Ed classes (no exceptions)
- Have a valid social security card & picture ID
- Provide proof of COVID vaccination (District mandate for all employees)

## New Hire Process

1. Complete the Student Offer of Employment (SOE) for each student you wish to hire
  - Must include **GL account number** and **all required signatures**
2. Email the completed SOE to the Job Placement Coordinator
3. Job Placement will send a New Hire Packet to the student
4. The supervisor will be notified when the student is cleared to work
5. Timesheet(s) will be sent to the supervisor in a separate email

\*Hiring may take up to two weeks

## Returning Students (“Rehires”)

1. Complete the Student Assistant Return to Work Request form for each student returning to work in your department.
2. Email completed form to the Job Placement Coordinator
3. The supervisor will be notified when the student is cleared to work
4. Timesheet(s) will be sent to the supervisor in a separate email

\*Hiring may take up to two weeks

### 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.

## New Hires: International Students

International students must have a current [social security card](#), be currently enrolled in at least 12 units, and must be in good standing (2.0 GPA) with the ISP office. **International students are not eligible for FWS.** For more information, contact ISP at: (714) 628-5050

1. Complete the Student Offer of Employment (SOE) for each student you wish to hire
  - Must include **GL account number** and **all signatures required signatures**
2. Email the completed SOE to the Job Placement Coordinator
3. Job Placement will send a New Hire Packet to the student
4. The supervisor will be notified when the student is cleared to work.
5. Timesheet(s) will be sent to the supervisor in a separate email

\*Hiring may take up to 30 days

## 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

## PROCESSING & CLEARANCE

Each school-year both new and returning student employees must be RSCCD Board approved and cleared by the On-Campus Job Placement Office before they can begin working. Clearance takes \*approximately 5-7 business days.

### \*Reason for Clearing New Student Employees

- New employees must receive clearance from the DHS to be eligible to work in the US
- New employees must be RSCCD Board Approved
- If not cleared, new employees are not covered by Workers Comp should a work related injury occur
- New employees must receive onboarding information

Students are approved to work for an entire academic year, which begins July 1<sup>st</sup> and ends \*June 30<sup>th</sup>. Supervisors may request for students to return to work beginning July 1<sup>st</sup> by completing the Return to Work Request. Requests for New and returning FWS students begins the 3<sup>rd</sup> week in August. *\*Students who graduate or transfer at the end of spring semester may work until June 30th*

## **Background Checks & TB Exams**

\*Student employees are not required to complete a background check (i.e. Live Scan) or TB exam. However, students who wish to work at the Child Development Center are required to complete a background check and TB exam. \**Subject to change.*

## **Temporary Remote Work**

During times of temporary remote work as defined by RSCCD, student employees are subject to the same guidelines as permanent employees (classified, faculty & managers).

## **Supervising Student Employees**

- A member of the faculty, staff or administration within the department shall regularly throughout the day monitor the student worker's job duties and performance.
- All student workers will have a designated supervisor. In the absence of the designated supervisor, an alternate supervisor will be appointed.
- Keys / key cards and staff parking permits shall not be assigned to the student workers.

## **Student Employee Work Schedules**

Students cannot start working until they receive clearance from the Job Placement Office.

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 students work more than 20 hours per week, timesheets will be returned to the supervisor for corrections. Any overage of hours can be put on the timesheet for the next pay period. If necessary, the supervisor may complete a Transfer of Expenditures (TOE) from one account to another.

## **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 Student Assistant Position Change form. ALL SIGNATURES REQUIRED.

## **Tracking Student Earnings and GL Activity**

The On-Campus Job Placement Office recommends that all supervisors track hours worked and keep copies of their student employee's timesheets. Job Placement does not track student earnings or department GL activity. Upon request, we can provide copies of previously submitted timesheets.

## **Request to Change GL Accounts/Paying Students from Multiple GL Accounts**

If a request for a GL account change is made after timesheets have been generated and distributed, requests will go into effect for the next pay-period/timesheet. No changes will be made in the middle or end of a pay period.

## Timesheets/Time Keeping

- 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
- Do not use fractions. Use whole numbers and decimals rounding to the nearest quarter hour (.25, .5, .75)
- 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 11<sup>th</sup> 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@sccollege.edu](mailto:langelier_sonya@sccollege.edu)
  - In-person
  - Fax: (714) 639-0756

**\*\*DO NOT INTER-OFFICE MAIL TIMESHEETS\*\***

## Sick Leave

Under the Healthy Workplaces, Healthy Families Act, student employees are able to accrue and use sick leave. Please read the following information.

### Sick Leave Accrual:

- 1 hour is accrued per **30** hours worked
- Sick leave is accrued when employment begins, but cannot be used until 90 days after the first date of employment began.
- Maximum hours that can be used per fiscal year is **24** (July 1 – June 30)
- **Minimum of 2** hours can be used per sick day. **Example: 2** hours acceptable / **1.50** hours not acceptable
- Paid at the employee's **regular wage rate**
- Sick leave continues to accrue until employment is terminated

Tracking Sick Leave: Students may login to EIS to view their sick leave balance.

EIS website: <https://employee.ocde.us/eislg.aspx>

## Pay Rates

The District creates a student employee salary schedule based on the [Schedule for CA Minimum Wage rate](#). Student salaries may or may not change. Salary schedules are available July 1<sup>st</sup>

## 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/eislq.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.

## Pay Rate Increase Request (PRIR)

Supervisors may request a pay increase base on the following reasons:

- Superior job performance
- Longevity
- Type of work being performed

Contact the Job Placement Office for a PRIR form.

## 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.

## 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

## Evaluations

We recommend completing a performance evaluation form once a semester for each student assistant. This is an excellent opportunity for students to learn how to improve performance and to receive feedback from their supervisor. 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.



## **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** (Education Code section 88003)

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.

**Note:** *Students who graduate in June may continue to work until the end of the summer term.*

## **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)

## **Terminating/Dismissing**

If after your best efforts, you find that you must demote, suspend, or dismiss a student employee, please notify the On-Campus Job Placement Office. We will send you an **Evaluation form** to complete and return. In addition, we may also attempt to provide services to assist the student with developing appropriate work habits if applicable.

Students may voluntarily terminate their employment. Students planning to return to work at SCC in the future must give a two weeks advance notice.

## **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.

## **Use of Personal Vehicles**

Personal vehicles may be used at the employee's option and at their own risk and must be insured by the owner. The owner's automobile liability insurance is the primary coverage, with the District's policy responding as an excess layer. There is no physical damage (collision and comprehensive) coverage through the District on a personal vehicle, even those operated for District business. District employees who drive their own vehicles and who receive mileage reimbursement must agree that the vehicle used will always be:

- Covered by liability insurance in at least the following amounts: a. \$15,000 for personal injury to, or death of, one person, b. \$30,000 for personal injury to two or more persons in one accident, and c. \$5,000 for property damage;
- Adequate for the work to be performed;
- Equipped with safety belts in operating condition
- In safe mechanical condition as required by law

For more information, refer to Risk Management at: <https://intranet.rccd.edu/Safety-Risk-Management/Pages/Vehicle-Use.aspx>

## **Mileage**

Student employees are eligible to receive mileage reimbursement which is covered by department funding.

Mileage Reimbursement Claim Form: [https://www.rccd.edu/Departments/Accounts-Payable/Documents/Mileage\\_Fillable.pdf](https://www.rccd.edu/Departments/Accounts-Payable/Documents/Mileage_Fillable.pdf)

## **Parking and Office Keys**

Student employees are not eligible for staff parking permits and must park in student lots.

If student employees are scheduled to work in the evening, please inform them that campus escorts are available by contacting Campus Safety.

Student employees are not eligible to receive office or building keys/key-cards.

## **Work Permits for Minors** *(under 18 years old)*

If you would like to hire a student who is attending SCC and is under 18 years old, and does not have a high school diploma or equivalent, contact the On-Campus Job Placement Office to determine if he or she will need a work permit.

## **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.

## **Name Badges**

Student Employee name badges will be issued by request only. Name badges are good for one academic year.

## **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 your student is interested in becoming a member, have he or she contact the Job Placement Office for more information.

## **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 Step:

- 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.

For more information regarding Worker's Comp: <https://intranet.rscdd.edu/Safety-Risk-Management/Pages/Workers%27-Compensation.aspx>

**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, refer to Risk Management at: <https://intranet.rscdd.edu/Safety-Risk-Management/Pages/Student-Accident-Insurance.aspx>

## **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

## **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

## **Emergency Preparedness**

Inform student employees in your department that the college participates in emergency preparedness drills each year. Review the emergency preparedness procedure with the student worker and make them aware of your department's evacuation location. Student workers should also be informed where the department stores its first aid kit.

## **COVID-19 Vaccine Requirement**

The Rancho Santiago Community College District requires the COVID-19 vaccine for all employees (including student employees). This vaccine requirement is effective September 1, 2021. The requirement will remain in effect during the present public health emergency as determined by objective criteria such as the local, State or federal declarations or proclamations of emergency or other criteria such as the incidence rate of COVID-19 in the community. This policy will be revisited once such emergencies conclude or the risk factors are no longer present.

Thank you for being influential in the personal, professional, and academic development of a Santiago Canyon College student.

The Supervisor Manual is updated as needed and stored as a PDF on the Job Placement website.