



Butte-Glenn Community College District

ADMINISTRATIVE PROCEDURE

AP 7270 – STUDENT WORKERS

References: Education Code Sections 69960(f) and 88003; Government Code Section 18220

Only enrolled Butte College students, who are at least 16 years of age with a valid work permit, if required, may be employed as student workers. A student worker's primary role at the College is as a student. Student workers are hired to gain work experience and develop new skills. In no case will a student worker perform services that result in the displacement of classified personnel or impair existing contracts for service.

Foster Care Employment Preference

When hiring for student assistant positions, the District shall give preference to applicants up to 26 years of age who are, or have been, dependent children of foster care. For purposes of this procedure, "preference" means priority over similarly qualified applicants for placement in the position. (GC 18220)

Federal and State-Funded College Work-Study Program

To be eligible for the work-study program, students must complete the Free Application for Federal Student Aid (FAFSA), be awarded under federal or state methodology, be selected for a position, and complete all required hiring documents prior to the start of work. They must be enrolled in a minimum of six (6) units and must maintain satisfactory academic progress according to the federal or state guidelines.

Fall and Spring Semester Employment

To be eligible to be employed as a student worker, students must be enrolled in a minimum of six (6) units per semester. Enrollment must be verified by the supervisor of the student worker. Student workers may work up to 20 hours per week during the fall or the spring semester.

Employment During Academic Breaks

Student workers may work up to 40 hours per week, but not more than 8 hours per day during Academic Breaks (the periods that fall outside of the spring, fall and summer sessions). Students must be enrolled in a minimum of three (3) units during summer session or enrolled in a minimum of six (6) units during the adjoining spring or fall semester.

Summer Employment

Federal Work-Study Funds (FWS): The last day of finals during the spring semester is the last day that FWS students may be paid using FWS funds. If there are sufficient remaining FWS funds available for the award year, at the discretion of the Financial Aid Office, students with remaining eligibility may work through June 30, only if they are enrolled in a minimum of three (3) units during the summer session. **There is no FWS from July 1 through the first day of the new Fall semester.**

ButteWORKS Work-Study Funds (BWS): ButteWORKS students employed on-campus must be enrolled in a minimum of three (3) units during summer session or enrolled in a minimum of six (6) units during the adjoining spring or fall semester and may work up to 40 hours per week, but not more than 8 hours per day. ButteWORKS students employed off-campus are considered employees of where they are working and it is that employer who sets the student

worker's wages and hours. Students must have their BWS eligibility, including enrollment, approved by the Job Placement Office.

Division Funds: Student workers must be enrolled in a minimum of three (3) units during summer session or enrolled in a minimum of six (6) units during the adjoining spring or fall semester and may work up to 40 hours per week, but not more than 8 hours per day.

Maintaining Required Units

Any student dropping below the required units per semester or session shall be disqualified from student employment for the remainder of the semester or session until they show they are again enrolled in the required minimum units.

Pre-hire Requirements

Student workers are not allowed to begin work until all documents (I-9, W-4, work permit, if required, etc.) have been completed and submitted to Human Resources and the pre-employment process has been completed. If required by program needs (e.g. Child Development Center), a background check and TB test may be required.

Wages

Hourly pay rates for student workers shall be determined by the Human Resources Office. Student workers are exempt from FICA, Medicare and unemployment insurance deductions during the fall and spring semesters when enrolled in a minimum of six (6) units and during summer session when enrolled in a minimum of three (3) units.

Timesheets

Timesheets must be completed, signed by both the student worker and the supervisor, and submitted to the Payroll Department no later than two (2) days after the 25th of each month except for November and December. Please refer to the Student Assistant Payroll Schedule for specific information regarding November, December and fiscal year end timesheets.

Breaks

Student workers may not work more than five (5) hours without an unpaid lunch break of at least thirty (30) minutes, except that when a work period of not more than six (6) hours will complete the day's work the meal period may be waived by mutual consent of the supervisor and the student worker. Student workers are also entitled to one ten (10) minute break after four hours of work, up to a maximum of two breaks in an eight (8) hour period.

Benefits

Student workers do not earn benefits; however, student workers are covered by Worker's Compensation Insurance for injuries or death incurred while performing services for the District.

Approved: ~~7/14~~; 11/14