Career Center

Division Funds Job Authorization Record

Student:_____ Butte ID:_____

Last Name First Name

Has been authorized for part-time student employment at Butte College to be paid from funds budgeted to the Division/Department indicated below.

Student may work up to _____ hours per week for the: _____Fall _____Spring _____Summer semester/s

(check all that apply)

of the 20_____-20_____ academic year.

We hereby certify student is presently enrolled in and will remain in at least six (6.0) semester units; 3 units (3.0) in summer.

Job Classification: Student Assistant First Day Worked: _____ Hourly Rate of Pay: _____

Signature of Student:_____ Date:_____

Signature of Supervisor:_____ Date:_____

Dean or Designee Signature:_____ Date:_____

Division/Department:_____

Division Budget Code:_____

This card must be completed and returned to the Human Resources Office by the student before work begins.
A new authorization card is required every July 1st.

Human Resources Office Use Only: _____I-9 _____W-4

THIS CARD MUST BE COMPLETED AND RETURNED TO THE HUMAN RESOURCES OFFICE (SAS 344) BEFORE THE STUDENT MAY BEGIN WORK.

REQUIREMENTS & REGULATIONS FOR PART- TIME DIVISION FUNDS EMPLOYMENT

All part- time Butte College student employees hired under Division funds:

1. Must be enrolled in and attending a minimum of six (6.0) units at Butte College during the fall and spring semesters (enrollment must be verified by the supervising employer). See 6 below for summer eligibility.
2. Must be approved by their employment supervisor and dean/designee.
3. Will be paid at the prevailing hourly wage as established by the Butte College Board of Trustees.
4. Are limited to a maximum of twenty (20) hours per week during fall and spring semesters, and a maximum of forty (40) hours per week during summer and breaks;(total hours for all on – campus jobs when combined).
5. Must submit to this authorization card with budget code and signatures to the Human Resources Office where they must complete all Human Resources documents (I-9, W-4, etc.) before work begins.
6. If employed during the summer, you must have been enrolled in at least six (6.0) units during the previous spring semester.
7. Are exempt from FICA deduction during the fall and spring semesters. During the summer semester students are exempt if they are enrolled in at least three (3.0) units.
8. Students who work over eight (8) hours a day or forty (40) hours a week must be paid overtime.

For questions, call the Butte College Career Center at (530) 895-2280.