

# CHABOT – LAS POSITAS COMMUNITY COLLEGE DISTRICT

## Student Employment Guidelines for Rehires

1. Hiring Administrator must verify and check off that student assistants are enrolled in at least one class. **(Exemption: summer employment – a student must have successfully completed the Spring semester ending just before the summer they are to be employed)**
2. Work Hours:
  - a) The work hours for student assistants are not to exceed twenty (20) hours per week while classes are in session; thirty-four (34) hours per week during session breaks/summer session. Classes are considered to be in session during final examination week.
  - b) Students may be employed by several on-campus offices concurrently; however, they may not exceed the maximum number of hours (20) allowed per week.<sup>1</sup>
3. Federal Work Study (FWS) jobs are part of a student's financial aid award, and are paid from federal financial aid funds. FWS students must be enrolled in at least 6 units (halftime) during fall and spring. Employment is possible during the summer break pending availability of funds. Students must be enrolled in at least 3 units to work during summer. Hiring Administrator must verify and check off that FWS students are enrolled for the appropriate number of units before they are hired.
4. Students may be employed as provided in the Education Code and upon authorization of the Chancellor as needed in such student positions as clerks, laboratory assistants, custodians, campus patrol and MIS assistants. Employment of either full-time or part-time students in any college work-study program or in a work experience education program shall not result in the displacement of classified personnel or impair existing contracts for services. Student positions are exempt from the classified service.<sup>2</sup>
5. It is the supervisor's responsibility to inform the students that they are entitled to a 15-minute paid break for every four (4) consecutive hours of work, at approximately the midway point. They must take uninterrupted unpaid lunch for at least 30 minutes when working six (6) or more consecutive hours in one (1) day.
6. Student assistant positions are of a temporary nature. The maximum effective employment period of a student assistant is from July 1 to June 30. Student assistant services are automatically terminated June 30 of each fiscal year. Student assistants may be rehired effective on or after July 1 of the new fiscal year.<sup>3</sup>
7. International students may be hired only if they have an F-1 visa. International students must have approval from the Director of Admissions and Records (Chabot) or the Assistant Dean of Admissions and Records (Las Positas).<sup>4</sup>
8. As provided in the Education Code, all employees, upon initial employment are required to present a certificate from the examining physician and surgeon giving evidence of freedom from active tuberculosis. These provisions shall not apply to any employee who files an affidavit based on adherence to the faith or teachings of any well-organized religious sect, denomination or organization as provided in the Education Code.<sup>5</sup>
9. **Hiring packets submitted to HR must include the following forms for rehires:**
  - **Student Employment Requisition**
  - **Verification for student enrollment of classes**
  - **TB Certificate Information Form**
  - **TB Certificate (not older than 4 years)**

**\*\*All forms must be submitted to the Office of Human Resource Services by the date of hire. Submission delay will affect time processing of student pay.\*\***

**For more information regarding student employment contact the following:**

- **Chabot College Student Services at (510)723-7105**
- **Las Positas College Student Services at (925)424-1632**
- **Human Resources at (925)485-5236 or (925)485-5238**

<sup>1</sup> Personnel – General / Administrative Rules and Procedures / 4008 Student Assistants: <http://www.clpccd.org/board/documents/4008ARP.pdf>

<sup>2</sup> Personnel – General / 4008 Student Assistants: <http://www.clpccd.org/board/documents/4008Policy.pdf>

<sup>3</sup> Personnel – General / Administrative Rules and Procedures / 4008 Student Assistants: <http://www.clpccd.org/board/documents/4008ARP.pdf>

<sup>4</sup> Personnel – General / Administrative Rules and Procedures / 4008 Student Assistants: <http://www.clpccd.org/board/documents/4008ARP.pdf>

<sup>5</sup> Personnel – General / Employment / 4015 Freedom from Tuberculosis: <http://www.clpccd.org/board/documents/4015Policy.pdf>

# CHABOT – LAS POSITAS COMMUNITY COLLEGE DISTRICT

## Student Pay Schedule

Effective January 1, 2007, the State minimum wage increased to \$7.50 per hour. On January 1, 2008, the State minimum wage will increase to \$8.00 per hour.

Category	Step 1	Step 2
<b>A</b>	\$ 8.00	\$ 8.50
<b>B</b>	\$ 8.75	\$ 9.25
<b>C</b>	\$ 9.50	\$10.00
<b>D</b>	\$10.25	\$10.75

## Student Pay Categories

**\*\*\*NOTE\*\*\***

1. **Hiring Administrator determines pay category based on job duties.**
2. **New hires begin at Step 1.**
3. **New hires may be approved to begin at Step 2 only by special exemption. Statement must be attached to hiring requisition detailing justification for exemption.**
4. **Special exemption must be approved on Hiring Requisition form by signature of the appropriate vice president.**
5. **New Hires must work a minimum of 200 hours in the same position at Step 1 before being placed at Step 2.**

<b>PAY CATEGORY AND RATE SCHEDULE (effective 7-1-07)</b>	<b>Step 1</b>	<b>Step 2</b>
<b>Category A - Student Assistant</b> No experience required. Under direct supervision, performs entry-level manual and clerical tasks that require one-step demonstration and limited use of independent judgment and creativity. Tasks are simple, routine and recurring.	<b>\$8.00</b>	<b>\$8.50</b>
<b>Category B - Student Assistant</b> Requires specialized training, broader range of expertise and greater responsibility. Experience and/or education in an area related to the work assignment is required. Under general supervision, performs tasks that require a moderate degree of experience and independent judgment.	<b>\$8.75</b>	<b>\$9.25</b>
<b>Category C - Student Assistant</b> Requires minimum of one year's work experience which will demonstrate the skills, ability and proficiency to work on complex assignments within the scope of student assignments, under general and limited supervision.	<b>\$9.50</b>	<b>\$10.00</b>
<b>**Placement in this category must be approved by the appropriate vice president.**</b> <b>Category D - Student Assistant</b> Requires a high degree of knowledge of work assignment or closely related area. Must possess skills and demonstrate a high level of proficiency necessary to perform highly complex tasks. Must be able to assume considerable responsibility and/or work under little supervision. Performs tasks that require a high degree of independence, responsibility and creativity within the scope of student assignments.	<b>\$10.25</b>	<b>\$10.75</b>

# CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

## Student Assistant Employment Requisition

For the 20\_\_\_\_ to 20\_\_\_\_ School Year

### 1. STUDENT APPLICANT INFORMATION (please type or print in ink)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

I am a  Chabot  Las Positas College student currently enrolled/preregistered in \_\_\_\_\_ units for \_\_\_\_\_ semester, 20\_\_\_\_.

**Verification of student enrollment must be attached. Please print verification from Class-Web and attach with this requisition.**

*I have read the attached "Guidelines for Student Employment." I understand that my employment on campus is temporary and can be immediately terminated.*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### 2. TO BE COMPLETED BY HIRING DIVISION

*Please note: Employment is limited to twenty [20] hours per week (in all combined areas of the college), when classes are in session; and, thirty-four [34] hours per week during breaks (e.g. summer, spring).*

To be employed by: \_\_\_\_\_ Building: \_\_\_\_\_ Room: \_\_\_\_\_  
Division/Area

Student's direct supervisor: \_\_\_\_\_ Extension: \_\_\_\_\_  
Name and Position

Position Hired:  Federal Work Study Student  Student Assistant  Student Intern/Ambassador Hours Per Week: \_\_\_\_\_

RANGE/STEP: CATEGORY:  A  B  C  D **STEP:**  1  2 **RATE OF PAY:** \$ \_\_\_\_\_  
*(please see information on next page for appropriate category, step placement and pay range.)*

Funding Source(s):  FWS  CalWorks  Division  Other: \_\_\_\_\_

Budget Account Number: \_\_\_\_\_ *(for FWS and HR use ONLY)*

FUND	ORGN	ACCT	PROG	%	Position Code	Suffix
_____	_____	_____	_____	____%	_____	_____
_____	_____	_____	_____	____%	_____	_____
_____	_____	_____	_____	____%	_____	_____
_____	_____	_____	_____	____%	_____	_____

**New hire:** effective date: \_\_\_\_\_  **Rehire:** effective date: \_\_\_\_\_

**Hiring Administrator has verified that student is enrolled in the appropriate number of units before hiring them as a student assistant or in FWS.**

**Hiring Administrator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### 3. TO BE COMPLETED BY FINANCIAL AID OFFICE (For Federal Work Study Students Only)

Hired under Federal Work Study Awarded \$ \_\_\_\_\_

Total hours \_\_\_\_\_ No. of units \_\_\_\_\_ Satisfactory Academic Progress  yes  no

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Financial Aid Officer

### 4. TO BE COMPLETED BY THE CalWORKS COORDINATOR (For CalWORKS Students Only)

Awarded \$ \_\_\_\_\_ Total hours \_\_\_\_\_ No. of units \_\_\_\_\_ Good Standing  yes  no

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
CalWORKS Coordinator

### 5. TO BE COMPLETED BY ADMINISTRATOR, ADMISSION & RECORDS (For International Students)

No. of units \_\_\_\_\_ Verification of approval to work: \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Administrator, Admission & Records

**6. HUMAN RESOURCES: Input by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# CHABOT - LAS POSITAS COMMUNITY COLLEGE DISTRICT

## Tuberculosis (TB) Certificate Information

Education Code Section 87408.6 provides that each person employed by a school district shall undergo an examination at least once every four years to determine that he is free of active tuberculosis. This examination shall consist of an x-ray of the lungs or an approved intradermal tuberculin test which, if positive, shall be followed by an x-ray of the lungs. After such examination, each employee shall file with the school district of employment a certificate showing the employee was examined and found free from active tuberculosis. The certificate signed by the examining physician and surgeon or a notice from a public health agency or unit of the Tuberculosis Association which indicates freedom from active tuberculosis will constitute evidence of compliance with this section. For information or to schedule an appointment contact your personal physician or the Health Centers listed on the back.

Your test will require two visits. One to take the test, and a follow-up visit to complete the test, between 48 and 72 hours after the initial visit. Remember to schedule your initial visit only if you know you will be able to meet the second visit time requirement, otherwise you may be charged to re-test.

The initial examination is a condition of employment. Expenses for the initial examination are the responsibility of the employee with the exception of student assistants. A current TB certificate must be on file with Human Resources at all times in order to continue active employment with Chabot-Las Positas Community College District.

**Please attach a current TB certificate (not older than 4 years) and complete information below. Copies are acceptable. Submit to Human Resources, District Office, 5020 Franklin Drive, Pleasanton, CA 94588.**

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**Print Name**

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**Social Security Number/ID Number**

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**Position Title**

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**Division/Office/Area Assigned**

# CHABOT - LAS POSITAS COMMUNITY COLLEGE DISTRICT

## Tuberculosis (TB) Certificate Information

### **COLLEGE HEALTH CENTERS:**

Students may obtain services free of charge for TB testing at the college that they are attending.

#### **CHABOT COLLEGE HEALTH CENTER**

25555 Hesperian Boulevard  
Building 100, Room 120  
Hayward, CA 94545  
(510) 723-7625

#### **IMMUNIZATION:**

Please call for an appointment  
Monday through Thursday: 9:00 a.m. – 7:00 p.m.  
Friday: 9:00 a.m. – 12:00 p.m.

#### **LAS POSITAS COLLEGE HEALTH CENTER**

3033 Collier Canyon Road  
Building 1700  
Livermore, CA 94550  
Telephone: (925) 424-1830

#### **IMMUNIZATION:**

Please call for an appointment  
Monday through Thursday: 9:00 a.m. to 7:00 p.m.  
Friday: 9:00 a.m. – 2:00 p.m.  
No TBs performed on Thursdays, 2<sup>nd</sup> appointment only

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### **OTHER HEALTH CENTERS:**

Other locations are listed for your convenience however charges may apply.

#### **ALAMEDA COUNTY MEDICAL CENTER/WINTON WELLNESS CENTER**

24100 Amador St  
Suite 250  
Hayward, California 94544  
Telephone: (510) 266-1700

#### **IMMUNIZATION/CHEST X-RAYS:**

By appointment only.  
Monday through Friday, 8:30 a.m. to 11:00 a.m.  
and 1:00 p.m. to 4:00 p.m.  
No TB tests conducted on Thursdays.

Charge for standard TB service is \$72.00  
Chest x-ray service cost may vary

#### **ST. ROSE HOSPITAL**

Occupational Health Services  
27200 Calaroga Avenue  
Hayward, CA 94545  
Telephone: (510) 264-4046 option 4

#### **IMMUNIZATION/CHEST X-RAYS:**

No appointment necessary  
Monday, Wednesday, Friday 7:30 a.m. to 5:00 p.m.  
Tuesday, Thursday 7:30 a.m. to 7:00 p.m.

Charge for this service is \$25.00  
Chest x-ray services \$79.00, plus \$39.10 for evaluation

#### **PLEASANTON URGENT CARE**

3128 Santa Rita Road  
(near Nob Hill Foods)  
Pleasanton, CA 94588  
Telephone: (925) 462-9300

#### **IMMUNIZATION/CHEST X-RAYS:**

No appointment necessary  
Monday through Friday, 8:00 a.m. to 6:00 p.m.

Charge for this service is \$24.00  
Chest x-rays \$52.00