

Personnel - General

Administrative Rules and Procedures

4008 Student Assistants

A. General Policy

Students may be employed to assist members of the classified and academic staff in a variety of positions. These positions may include, but are not limited to: clerks, aides, tutors, laboratory assistants, custodial assistants, security department cadets, etc.

The employment of students is encouraged as a means of providing:

- a. financial assistance to students;
- b. employment experience for students;
- c. an opportunity for mentoring and providing support to students; and
- d. service to the college.

There will be no discrimination in the employment of students on the basis of ethnic group identification, religion, age, sex, sexual orientation, color, physical or mental disability.

Employment of students shall not result in the displacement of classified personnel or impair existing contracts for service.

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.

B. Eligibility for Employment

1. Any person is eligible to be hired as a student assistant if he/she is currently registered and enrolled in at least one course.
2. 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).

Personnel - General

Administrative Rules and Procedures

4008 Student Assistants

3. Students who are younger than eighteen (18) years of age must provide proof of graduation, GED certificate, or a valid Permit to Work and Employ before they begin to work on campus.

C. Work Hours

1. 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.
2. Students may be employed by several on-campus offices concurrently; however, they may not exceed the maximum number of hours (20) allowed per week.

D. Procedure for Employment of Students

1. Employment of students on campus will be coordinated through the College administrator (Las Positas) or the Office of Student Employment (Chabot).
2. Each hiring supervisor is responsible for completing the appropriate forms for hiring. A complete hiring packet may be obtained from the Office of Student Employment (Chabot) or from the appropriate administrative office (Las Positas). All forms must be signed by the appropriate supervisor and administrator with complete budget codes written in the appropriate spaces.
3. Once the student has completed all forms, he/she must take the forms to the appropriate administrator (Las Positas) or the Office of Student Employment (Chabot). The paperwork will be sent to the District [generally within twenty-four (24) hours].
4. The student shall not be assigned to work until the supervisor receives an approved copy of the student assistant employment requisition form from the Human Resources office.

Personnel - General

Administrative Rules and Procedures

4008 Student Assistants

- E. Responsibilities of the Hiring Supervisor
1. A student assistant shall be hired by a specific office and assigned to a person who will be designated as the supervisor of the student assistant. The supervisor must sign all appropriate hiring forms and will be the contact person for all questions and problems concerning the student assistant. Las Positas College requires the signature of both supervisor and administrator.
 2. Students may be initially placed at Step 1 of the appropriate category by the supervising administrator and may advance to the next step after performing satisfactory service in that same position. Experience equivalency will be determined by the appropriate administrator. The classification of positions not otherwise designated in the Student Assistant categories is the responsibility of District or college administration.
 3. It will be the responsibility of the supervisor to provide all necessary on-the-job training needed by the student, to monitor the number of hours the student works, and to evaluate the performance of the student.
 4. The supervisor shall inform student assistants of the following information concerning their employment:
 - a. In circumstances in which the student is working in more than one area of the campus, he/she may not exceed twenty (20) hours in a total week;
 - b. Employment on campus is of a temporary nature, contingent on budget allocations, changing job needs, and job performance;
 - c. Student assistants will be employed by the hour; and
 - d. Employment of student assistants may be terminated with a minimum advance notice of seven (7) working days.

Personnel - General

Administrative Rules and Procedures

4008 Student Assistants

5. The supervisor must sign and submit to the Business Services Office (Las Positas) or District Business Office (Chabot) the student's time sheet verifying the number of hours worked and the correct budget codes. Las Positas College requires the signature of both supervisor and administrator.

6. The supervisor shall inform the student that a rest period of fifteen (15) minutes will be allowed each student assistant who is assigned to work four (4) or more consecutive hours; and that student assistants assigned six (6) or more hours of work in any day shall be entitled to an unpaid lunch period.