

BP 7270 STUDENT WORKERS

References:

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

❖ **From the current CLPCCD Policy 4008 titled Student Assistants**

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, watchmen, 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.

1. 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 for the College.
2. The supervisor of each student employed on campus is responsible for the on-the-job training of that student. The purpose of that training is to enable the student to become proficient in the position for which he/ ~~or~~ she was employed.

Compensation for students shall be at rates established by the Board from time to time. Procedures to implement this policy are included in ~~the Administrative Rules and Procedures~~ AP 7270 titled Student Workers.

NOTE: The language in **black ink** is current CLPCCD Policy 4008 titled Student Assistants adopted on March 19, 1996. The language in **blue ink** is included for consideration. This document was reviewed on July 31, 2013 by Lydia. This document was reviewed again by David and Kit on August 12, 2013.

Date Adopted:

(Replaces current CLPCCD Policy 4008)

Legal Citations for BP 7270

Education Code Sections 69960(f) and 88003

69960. The institution shall assure that each work-study position meets all of the following conditions:

(f) The number of hours of employment the student is allowed to work shall be determined by each institution in accordance with its standards and practices, taking into consideration the extent of the student's financial need and the potential harm of the combination of work and study hours on a student's satisfactory academic progress. The employer shall provide the institution with an accurate accounting of hours worked and wages earned.

88003. The governing board of any community college district shall employ persons for positions that are not academic positions. The governing board, except where Article 3 (commencing with Section 88060) or Section 88137 applies, shall classify all those employees and positions. The employees and positions shall be known as the classified service. Substitute and short-term employees, employed and paid for less than 75 percent of a college year, shall not be a part of the classified service. Part-time playground positions, apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment, shall not be a part of the classified service. Full-time students employed part time, and part-time students employed part time in any college work-study program, or in a work experience **education** program conducted by a community college district and which is financed by state or federal funds, shall not be a part of the classified service. Unless otherwise permitted, a person whose position does not require certification qualifications shall not be employed by a governing board, except as authorized by this section.

"Substitute employee," as used in this section, means any person employed to replace any classified employee who is temporarily absent from duty. In addition, if the district is then engaged in a procedure to hire a permanent employee to fill a vacancy in any classified position, the board may fill the vacancy through the employment, for not more than 60 calendar days, of one or more substitute employees, except to the extent that a collective bargaining agreement then in effect provides for a different period of time.

"Short-term employee," as used in this section, means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. Before employing a short-term employee, the governing board, at a regularly scheduled board meeting, shall specify the service required to be performed by the employee pursuant to the definition of "classification" in subdivision (a) of Section 88001, and shall certify the ending date of the service. The ending date may be shortened or extended by the governing board, but shall not extend beyond 75 percent of a school year.

"Seventy-five percent of a college year" means 195 working days, including holidays, sick leave, vacation and other leaves of absences, irrespective of number of hours worked per day.

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.

This section shall apply only to districts not incorporating the merit system as outlined in Article 3 (commencing with Section 88060).

Government Code 18220. (a) State agencies, when hiring for internships and student assistant positions, shall give preference to qualified applicants who are, or have been, dependent children in foster care. The preference shall be granted to applicants up to 26 years of age.

(b) For the purpose of this section, "preference" means priority over similarly qualified applicants for placement in the position.