

CHABOT – LAS POSITAS COMMUNITY COLLEGE DISTRICT
Student Assistant Employment
Guidelines for New Hires

1. **[For Student Assistants Being Paid via Division Budget \[non FWS\]](#)**

Hiring Administrator must verify and check off that Student Assistant is enrolled in at least one (1) class. **Exemption: summer employment – a student must have successfully completed the Spring semester ending just before the summer they are to be employed.)**

2. **[For Federal Work Study \(FWS\) Student Assistants](#)**

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 maintain enrollment in at least six (6) units during any period of employment in Fall or Spring Semesters. Hiring Administrator must verify and check off that FWS students are enrolled for the appropriate number of units before they are hired.

For Summer FWS Employment: Hiring administrator is to verify with their respective college Financial Aid Office on available funding and enrollment requirements.

3. **[Required Hiring Packet Forms](#)**

The following forms are to be submitted to your hiring administrator. For FWS paperwork: Hiring Administrator is to process through the respective college Financial Aid Office.

All fully signed paperwork and the following are to be submitted to the Office of Human Resources.

- Student Assistant Employment Requisition
- Oath of Allegiance
- Student Employee Confidentiality Agreement
- Student Personal Information Form

[Note: It is important to fill out completely, especially emergency contact.]

- Federal [W-4 Form](#) (Employee's Withholding Certificate) and State [DE-4 Form](#) (Employee's Withholding Allowance Certificate): Per Federal Guidelines, both forms must be filled out and submitted.
- TB Certificate Information Form & TB/X-ray Medical Verification Results
TB/X-ray results must include the following information for the test to be considered complete: Name of test; test results – which should include one or more of the following definitions: “Negative”, “O”, “No Evidence of Current Tuberculosis Infection” or other relative definition; name and address of hospital/clinic; date(s) of visit; doctor/nurse signature or initials; and, your name.
- [I-9 Form \(Department of Homeland Security's Employment Eligibility Verification Form\)](#) including copies of current, unexpired employment authorization documents from the LISTS of ACCEPTABLE DOCUMENTS.
- Salary Warrant Delivery Request – Please check the method you would prefer to receive your monthly salary warrant.
- Direct Deposit Form
- Designation of Beneficiary for Deceased Employees

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If the Hiring Packet is incomplete, Human Resources will return it back to the hiring administrator, which will delay Student Assistant's start date. Once deemed complete, Human Resources will notify hiring administrator when Student Assistant's start date is.

4. **Work Hours**

The work hours for Student Assistants are not to exceed eight (8) hours per day and no more than twenty (20) hours per week for the entire District. **NOTE: Students may be employed by several on-campus departments/offices concurrently; however, they may not exceed the maximum number of hours (20) allowed per week. Supervisors must coordinate student's schedule with other department/office listed on the Employment Requisition to avoid exceeding the maximum number of hours.**

5. **Employment**

Enrolled students may be employed as provided in the Education Code and upon authorization of the Chancellor as needed. 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

6. It is the supervisor's responsibility to inform the students that they are entitled to a fifteen (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 thirty (30) minutes when working six (6) or more consecutive hours in one (1) day.
7. 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.
8. 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 Dean of Enrollment Services (Las Positas).
9. As provided in the Education Code, all employees, prior to receiving official start work date, are required to present a certificate from their examining physician 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.

¹ Personnel – General / 7270 Student Assistants: