

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

Chapter 7

Student Workers

AP 7270

While the Victor Valley Community College District provides employment opportunities for its students through various funded programs, the district believes that a student worker's primary role is that of a student. The following criteria define student worker eligibility:

Enrollment

Only Victor Valley College classes may be used to fulfill the requirements for part-time or full-time enrollment status for student workers.

Exception: Student tutors may be enrolled in another community college or four-year university to fulfill enrollment requirements.

Human Resources shall verify student enrollment requirements as follows:

- Fall or spring term: After the final drop deadline, but no later than the 15th week of the term
- Summer term: After the final drop deadline, but no later than the 7th week of the summer term

Full-time students: Only full-time students may work in district-funded student-worker positions. A full-time student must be enrolled in a minimum of 12 units during fall or spring terms or in 6 or more units during summer or winter terms. Full-time status must be maintained throughout the term of employment; falling below the minimum number of units may impact the student worker's employment with the district.

Exception: Summer or winter term student workers who are not enrolled in any classes may be eligible based upon enrollment status as of the end of the previous term (spring or fall).

Part-time students: Part-time students may work in college work study or work experience programs financed by state or federal funds (including Federal Work Study, EOPS, CARE, DSPS, Co-Operative Education, VATEA, etc.) Part-time students may be enrolled in fewer than 12 units, but must be enrolled in at least 6 units during the fall or spring terms, or at least 1 unit during the summer or winter terms.

Total Hours of Employment

All student employment is temporary and based on the needs of the district. Student workers cannot be employed for more than 20 total hours per week, regardless of the number of positions in which employed or whether the student is working during the summer/winter terms and is not enrolled in summer/winter classes.

Exceptions:

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- CalWorks students may work between 20—32 hours/week.
- Theater art production students may work up to 39 hours/week.

Pay Rates

Human Resources shall maintain a list of board-approved positions and pay rates. Student workers do not qualify for district-paid health and welfare benefits, social security, Medicare, retirement benefits, or shift differential.

Reference: Education Code Sections 69950--69969.5