

VICTOR VALLEY COMMUNITY COLLEGE
STUDENT PERSONNEL ACTION FORM

This is not a contract and may not be used as such by either the temporary employee or the District. Verification of student status must be made prior to start date AND REGISTRATION PRINTOUT MUST BE ATTACHED TO THIS FORM. A NEW EMPLOYEE TO THE DISTRICT MUST COMPLETE ALL REQUIRED DOCUMENTS IN HUMAN RESOURCES. STUDENT EMPLOYEES ARE NOT PERMITTED TO WORK UNTIL FINAL AUTHORIZATION FROM HUMAN RESOURCES IS RECEIVED BY A SUPERVISOR

THIS SECTION TO BE READ AND COMPLETED BY PROSPECTIVE STUDENT WORKER: (Please Print)

NAME: BIRTHDATE: SOCIAL SECURITY #: XXXX-XX-

ADDRESS: CITY: ZIP: HOME PH #:

- Are you related to a current employee of the District? NO YES Name of employee: Dept:
Are you a retiree of STRS or PERS or Neither; or PERS member working in another district? No Yes, where
Are you a new employee of VVC? YES NO Working in some other capacity? YES Dept? Position?
If not currently working, did you ever work for VVC? NO YES If yes, what year(s)? What position?

This temporary assignment will not lead to permanent employment with the Victor Valley Community College District. This is not a commitment or guarantee of employment through any specific dates nor a guarantee of hours. I may be released early if my student status may change. I will inform the District if my units drop below the required status. I understand that the District does not include student employees under unemployment insurance.

This section must be completed with your supervisor to determine your student category. Please check the correct box related to your hiring status.

- Category 1: Full-time students are those who must be enrolled for a minimum of 12 units during Fall or Spring terms; or in 6 or more units during the Summer or Winter terms. Full-time status needs to be maintained throughout the term being employed; falling below the minimum number of units may impact the student worker's employment with the District.
Category 2: Part-time students are those employed in a college work study or work experience program financed by state or federal funds. Part-Time students must be enrolled for a minimum of 6 units during Fall or Spring terms; or in 1 or more units during Summer or Winter terms. Part-time status needs to be maintained throughout the term being employed; falling below the minimum number of units may impact the student worker's employment with the District.

I CERTIFY THAT I AM NOW AND WILL CONTINUE TO BE ENROLLED IN THE MINIMUM NUMBER OF REQUIRED UNITS AT VVC THROUGHOUT MY STUDENT EMPLOYMENT AND HAVE ATTACHED A REGISTRATION PRONTOUT TO THIS FORM. I UNDERSTAND AND I MAY NOT WORK MORE THAN A TOTAL OD 20 HOURS PER WEEK, INCLUSIVE OF ALL HOURLY POSITIONS AT VVC (CALWORKS=32MAX).

EMPLOYEE SIGNATURE: DATE:

I understand I cannot begin work nor be paid until my supervisor has received an authorized START DATE from Human Resources.

THIS SECTION TO BE COMPLETED BY THE REQUESTOR/SUPERVISOR/BUDGET:

STUDENT WORKERS MUST BE ENROLLED in the required units according the correct category listed above. THE MIMUMUM UNIT REQUIREMENT IS SUBJECT TO CHANGE. Theses student positions are not limited to 150 days but are subject to EC88003 requirements. Student workers may not work more than a total of 20 hours weekly, inclusive of all student and short-term hourly work. I, the supervisor, hereby affirm this employee's enrollment status and will validate student status throughout the period of employment and acknowledge (s)he must stay in the required units to continue in the student position.

REQUESTED EMPLOYMENT DATES DEPARTMENT:

(AUTHORIZED START DATE MAY BE LATER AND ALL DATES MUST BE WITHIN THE SAME FISCAL YEAR. ALL STUDENT MUST BE HIRED EACH SEMESTER.)

AVERAGE # HOURS PER WEEK: max. of 20/wk including all positions (CalWk=<32) AVERAGE # OF WEEKS: EST. # HRS NEEDED

TUTOR STUDENT-CLERICAL-LIST PROJECT/DUTIES: STUDENT-OTHER-LIST PROJECT/DUTIES:

PEER ADVISOR

SUMMER PROGRAM ASST. (Federally Funded)

ESTIMATE FUNDS NEEDED \$ BUDGET # Program Sub-program

1) REQUESTED BY: DATE: 2) DEAN/DIRECTOR: DATE:

The employee may NOT begin work until Personnel Action Form has been fully processed and START DATE has been authorized by Human Resources.

NEW EMPLOYEES TO THE DISTRICT MUST COMPLETE ALL REQUIRED EMPLOYEE DOCUMENTS IN HUMAN RESOURCES.

3) V-P: DATE: 4) FISCAL SERVICES: DATE:

PAYROLL USE: PAF RECEIVED IN PAYROLL:

NUMBER OF TIME SHEET PRINTED: DATE RATE: \$

HR APPROVAL DATE: HUMAN RESOURCES

DISTRIBUTION AFTER PROCESSING: H/R REQUESTOR PAYROLL DEAN, OR DIRECTOR