

**CHECKLIST FOR HIRING AND ASSIGNING WORKERS OTHER THAN ACADEMIC AND
CLASSIFIED WORKERS
STUDENT WORKER**

THE STUDENT WORKER CHECKLIST MUST BE COMPLETED AND SUBMITTED BY THE SUPERVISOR OF THE PROSPECTIVE STUDENT WORKER TO THE HUMAN RESOURCES (“HR”) DEPARTMENT, along with the applicable Hiring/Student Personnel Action form. HR will determine if the hire is consistent with the law and Education Code Section 88003. Then, the HR department will provide to CSEA a copy of the checklists for the hiring of those individuals it intends to submit to the Board for approval. Then, CSEA will return the checklist with its responses within seven (7) days of receipt of the checklist from HR.

A CHECKLIST MUST BE PREPARED FOR EACH ASSIGNMENT AND/OR HIRING OF A STUDENT WORKER.

TO BE COMPLETED BY THE SUPERVISOR OF THE PROSPECTIVE STUDENT WORKER:

Prospective Student Worker’s Name: _____

1. Total Hours of Employment Except for CalWorks students and theater art production students, 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. Payroll and HR are required to monitor the number of hours worked and number of units in which the prospective worker is enrolled.

- **Enter the number of hours per week of the position that the prospective worker is seeking:** _____/ per week.
- Because of the required fluctuation of hours, a student worker in the theater arts production may work more than 20 hours but less than 40 hours per week. **Please, check here , if this exception applies.**
- **Enter the number of hours per week that the prospective worker works in another position, if applicable:** _____, **and identify the position:** _____.
- **Enter the dates & semester that this student is seeking employment:** ___/___/___ to ___/___/___ & _____.
(Semester)

2. Overlap of Classified Bargaining Unit Position Students cannot be employed to performed duties that have previously been exclusively performed by CSEA bargaining unit workers. Further, student workers cannot be employed if that results in the displacement or replacement of classified workers. “Displacement” includes layoff, demotion, reduction of hours, and all involuntary transfers. “Replacement” is the filling of a position a classified worker left vacant.

- Describe the duties that will be assigned to this prospective worker, if hired:

3. Full-Time Students vs. Part-Time Students Student workers must fall within one of the following two categories. **Please, check one:**

- 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. **Please circle the letter in front of the applicable program:**
 - A. Federal Work study (FWS)
 - B. State work study
 - C. CalWorks (may work between 20-32 hrs/ week);
specify average number of hours per week: _____
 - D. EOPS work study
 - E. CARE work study
 - F. DSPS
 - G. Child Development Center program
 - H. Co-Operative Education or other off campus program
 - I. VATEA
 - J. Student Support Services program
 - K. Any other work experience/work study program that falls within the definition of Education Code section 88003. Identify the name of the program:

Part-time students can be enrolled in less than 12 units, but they need to be enrolled in at least 6 units during the Fall or Spring semesters, or at least 1 unit during the Summer or Winter terms.

- If a student is enrolled in accelerated classes that may not begin during the first week of the term, but rather may begin much later during the term, the District will have the right to consider a student's enrollment in these courses as part of the student's enrollment status.
 - If the prospective worker is being hired for the Summer or Winter term, and the prospective worker is not enrolled in any classes during these terms, the District must base its hiring decision upon the student's enrollment status as of the end of the prior term, Fall (as to the Winter term) or Spring (as to the Summer term). **Please, check here , if this exception applies.**
 - Only student tutors are not required to be enrolled in Victor Valley Community College (VVCC) classes, but must be enrolled in another community college or four year university. The student tutor must provide the District with proof of his or her status, either Full time or Part time, whichever is applicable. All other student workers must be VVCC students.
- **Please, check here to confirm that the prospective worker's initial status has been confirmed, and attach a copy of the student enrollment form.**
 - **Enter the term of enrollment that will qualify the student for the employment being requested: _____**
 - **Enter the number of units that the student is enrolled for the corresponding term: _____**

SIGNATURE OF SUPERVISOR WHO COMPLETED THE CHECKLIST: _____

DATE THAT THE SUPERVISOR FORWARDED CHECKLIST TO HUMAN RESOURCES DEPARTMENT: _____

TO BE COMPLETED BY THE HUMAN RESOURCES DEPARTMENT:

Note: HR must forward checklist approved by HR to CSEA before requesting Board to approve prospective worker.

- Date that HR received checklist from Supervisor: _____/_____/_____
- HR Representative's signature & date forwarded to CSEA Representative:
 _____ & _____/_____/_____
- Name of CSEA Representative to whom forwarded: _____
- Date to be returned to HR by CSEA: _____/_____/_____

TO BE COMPLETED BY CSEA REPRESENTATIVE: CSEA must review and return its approval or objections to each checklist within seven days of receiving the checklist from HR, and if CSEA fails to return the checklist within seven days, it will be presumed CSEA approved the checklist.

- Date CSEA received checklist from HR: _____/_____/_____
- Date to be returned to HR by CSEA: _____/_____/_____
- Please, check one:
 - Yes, CSEA approves the hiring checklist
 - No, CSEA does not approve the hiring checklist. Please, state objections below:

- CSEA Representative signature and date: _____/_____/_____
- Date CSEA returned checklist approvals/objections to HR: _____/_____/_____

TO BE COMPLETED BY THE HUMAN RESOURCES DEPARTMENT, IF APPLICABLE:

- District's response to CSEA objections:

- District Representative's Signature and date: _____/_____/_____