Student Employment Handbook

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Student Employment Services (SES)

Introduction

Our Mission: The Student Employment office at VVC is committed to assist Victor Valley College students with the opportunity to gain work experience and marketable skills in their field of study.

Services

The purpose for Student Employment is to help provide students with on-and off-campus employment. The following services are also offered:

- CalWORKs Work Study Placement
- Job Preparation Workshops (Resumes, Interviews Techniques)
- Federal Work Study Placement
- Job Referrals
- Job Fairs
- On-line Job Search
- Student Employment Workshops
- On-campus and off-campus interviews

Employment Programs/Requirements

A variety of employment opportunities are available to students seeking employment. All job postings can be viewed through the SE website: [www.vvc.studentemployment.ngwebsolutions.com](http://www.vvc.studentemployment.ngwebsolutions.com) or in the job binder at the SE office.

**Federal Work Study (FWS)**

FWS is federally subsidized employment available to students who demonstrate financial need. Priority is given to those students who have completed the necessary paperwork by the appropriate deadlines. The length of a student’s employment under FWS funding is based on the student’s FWS award, pay rate and hours worked per week. Most FWS jobs are on campus; however, some Off-Campus FWS Community Service positions exist.

FWS student workers MUST file a FAFSA form by March 2 on a yearly basis.
Employment Programs/Requirements

To be eligible for employment, students must:

- Have been awarded federal financial aid
- Maintain satisfactory academic progress
- (2.0 overall GPA)
- Remain enrolled in a minimum of (6) units at all times

CalWORKs Work Study

California Work Opportunity and Responsibility to Kids is a state funded welfare-to-work program designed to help individual on public assistance.

We are a California Community College program serving CalWORKs students and their families by providing educational and career opportunities combined with an array of high-quality support services that enable students to complete their educational goals, find meaningful employment, and success-fully transition into the workforce.

Employment Programs/Requirements

Students interested in CalWORKs (off-campus only) work study positions MUST be enrolled in the CalWORKs program, currently receiving cash aid (current TANF verification), and must have a min. 2.0 GPA. There are no minimum unit requirements for CalWORKs work study.

Off-Campus Employment

Off-campus employment is designed to assist students with finding employment regardless of financial need.

Students have been successfully placed in a variety of retail, clerical, industrial, recreational, financial, medical, and city/government positions.

Volunteering

Only students who are enrolled in a sanctioned program (CalWORKs, Service Learning, class assignment, etc.) are authorized to volunteer in a position that normally receives monetary compensation.
Student Employment Process

Four Easy Steps for Federal Work Study for Department Supervisors:

1. Submit a Student Employment Request Form (SERF)
2. Select a successful candidate
3. Submit hiring paperwork for student processing/clearance
4. Have student complete a Request for Temporary Student Access to Campus Network form. (Contact Veronica for this form).

1. Student Employment Request Form (SERF):

Supervisors need to submit a SERF.

The SERF is used to identify the position and indicates the expectations, knowledge, skills and abilities required.

The SERF must be signed and submitted to the SE office via inter-department mail, or the SERF may be e-mailed in PDF format.

Upon receiving the SERF, SE office will post an announcement of the position online. The students may then apply for the positions online, starting July 1st of every year.

Student Employment Process/Selection

2. Select a Successful Candidate

Supervisors will use the Student Employment website to assist with their student worker candidate selection process as it is tailored to provide them with pertinent information (e.g., employment skills, employment history, etc.)

During the interview, the supervisor should provide the student with:

- A written job description.
- Expectations unique to the department (i.e., dress code, attendance, timesheets, use of department equipment, etc.)
- The essential functions and responsibilities of the position.
- The department’s policy regarding absenteeism, lateness, standards of conduct.
**Student Employment Process/Selection**

In conducting interviews, all applicants should be asked the same set of questions to ensure fairness and accuracy in the selection process.

Once hired, the supervisor should reaffirm the responsibilities of the job and any expectations. **We highly recommend that the student signs the “Student Worker Agreement”**.

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**Student Employment Process/Forms**

3. **Submit hiring paperwork for student processing/clearance:**

   SE will verify the student’s eligibility for employment and complete the required hiring documents.

   Supervisors are not to allow the student to work until Student Worker Approval is received from Human Resources.

4. **Supervisors must have students complete a “Request for Temporary Student Access to Campus Network form. (Contact Veronica for this form).**
**Hiring of Minors**

Students Workers below the age of 18 may work on campus if they:

- Provide a signed Work Permit to the Human Resource office (not required if the student has a High School Diploma or GED).
- Enroll in the required minimum number of units.

**Work Hours**

Student workers are not allowed to work more than their approved hours. The following are the maximum allowable hours depending on their working status:

- Federal Work Study (FW): 20 hours
- CalWORKs Work Study & Project: 20 hours (35 hours when on break)

Any unauthorized hours worked could significantly impact a student’s FWS award and may result in an over-award.

Holiday work is not permitted unless approved by the Payroll office.

**Breaks and Lunches**

**BREAKS:** 15-minute paid break IF they work four consecutive hours, and two 15-minute paid breaks if they work eight hours.

**LUNCH:** ½-hour unpaid lunch IF they work more than four consecutive hours.

Break times are to be coordinated with the supervisor and are not to be used to shorten the work day.

**Rate of Pay**

All FWS student workers are paid $8.00 an hour.
Timesheets

Timesheets are completed online, once a month. The District will not process time sheets unless they are completed properly:

- Timesheets must be completed online only.

- Time worked is indicated by logging in the total number of hours worked (i.e. 3.5) per day, not the scheduled work hours (i.e. 1:30-5:30). At the end of each work week, check the number of hours worked.

The student and supervisor must electronically sign the timesheet for the actual hours worked during the period covered on each timesheet. Supervisor is to submit timesheet on the dates given of each month, before 5:00 p.m.

Student worker pay warrants are released to the college on the 9th or 11th of each month. When the ninth falls on a weekend or holiday, warrants will be released on the preceding workday.

Resignations/Terminations

Pay warrants are to be picked up from Fiscal Services, Window 10-A, between the hours of 8:30 a.m. - 5:00 p.m. in the ADMINISTRATION ANNEX, Bldg. 10-A. Bring proper photo ID, such as your student ID card or driver’s license.

Call or e-mail SE regarding any resignations or terminations.

Submit timesheets online, as soon as possible.
Rehires

Supervisors, who plan to rehire their students for the new school year, need to submit a “Rehire Request Form” to SE by June 1.

Students hired through FWS cannot work past the last day of the last pay period for the month of June.

SE will verify the student’s eligibility for rehire and inform the supervisor.

Multiple Sources of Employment

If approved by SE Supervisor, students may work under multiple pay sources. If a student works in two or more departments, the student must not work more than a total of 20 hours per week.

Working for a Relative

Students who are family members of College staff are not permitted to work in offices where they would be subject to being directly supervised by a relative.

Supervisor Guidelines/Responsibilities

The supervisor plays a key role in the employment program.

A supervisor is responsible for making the assignment not just a job, but also an opportunity for students to learn and experience new skills while they earn necessary funds.

Role of a Supervisor:

Determine and create a job description for each student position in the department.

Review the job listing with the student worker.

Have each student read the “Student Employment Services Handbook”.

Not to allow students to begin working until processed and cleared by Human Resources.

Keep an accurate record of budget allocation and the current hours being posted.

Make certain students complete timesheets weekly.
**Supervisor Guidelines/Responsibilities**

Make certain student worker timesheets are properly completed and submitted online in a timely manner.

Make certain students do not exceed their authorized weekly hours.

Notify students of paydays and other payroll related information deemed appropriate.

Provide the students with feedback on their performance in a timely manner.

Make certain that student workers do not study on the job, but are working on their assigned tasks.

Inform SE regarding resignations or terminations.

Make certain all work related injuries are reported to SE and Human Resources, as soon as possible.

**Student Worker Guidelines/Rights**

On campus positions are an educational opportunity to enhance a student’s college experience. By accepting campus employment, the student is accepting the responsibilities of that employment. In this regard, certain guidelines and responsibilities have been established for the student.

The development of good work habits is vital to a student’s career. Student workers are expected to maintain high standards on the job that reflect well on both the student and the College.

Students should maintain a good relationship with their supervisor since future employers may seek a recommendation from the College.

**Student Worker Rights**

A specific job description, as well as the supervisor’s expectations and standards.

A clearly defined work schedule indicating the number of hours to be worked per week.
**Student Worker Guidelines/Rights**

Adequate training to perform assigned tasks.

A safe and sanitary work environment.

Clear explanation of the procedures for submitting completed timesheets.

Instructions by supervisors regarding procedures to be followed if the student cannot report for a scheduled work period.

A procedure for stating concerns related to the job or supervisor.

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**Student Worker Guidelines/Responsibilities**

Complete all hiring paperwork in a timely manner.

Become familiar with information provided regarding the terms of student worker policies.

Provide supervisor with a copy of class schedule, per semester.

Understand the specific job responsibilities, as well as the supervisor's expectations and standards.

Observe specific employing unit work rules and requirements.

Notify their supervisor if they are unable to work their assigned time due to illness or other acceptable reasons. Give sufficient advance notice when possible.

Perform tasks in an efficient and timely manner. When you finish a task, ask for more work.
**Student Worker Guidelines/Responsibilities**

Use their time productively and avoid socializing on the job. (No Social Networking, Facebook, texting, etc.).

Perform their assigned duties of official business only. Not completing personal work (such as school work).

Be courteous at all times with their supervisor, staff and students.

Dress appropriately for the position you hold.

Report all workplace injuries to your supervisor, the Student Employment Office, and Human Resources, as soon as possible.

**Student Worker Guidelines/Prohibitions**

**Performance Prohibitions**

Unauthorized disclosure of confidential information or falsifying information.

Unauthorized personal business is not to be conducted on the job (i.e., completing homework, using the telephone or computer for personal business, etc.). No texting, or social media, such as Facebook.

Improper use of any college property including office supplies, equipment, mail or phone service.

Threatening, attempting, or doing bodily harm to another person.

Use of alcohol or illegal drugs during work hours or reporting to work under the influence of such.

Possession of illegal weapons.

Falsification of hours on online timesheets.
**Student Worker Guidelines/Prohibitions**

Theft of money, equipment, personal or University property.

Victor Valley College adheres to the Privacy Act of 1974, Family Education Rights and Privacy Act, and the Information Practices Act of 1977. Both are designed to provide protection for individuals by public agencies. Student workers are to regard any information they have access to, on students or staff, as confidential.

**Standards of Conduct and Sanctions**

Students are hired as Student Workers with no job rights regarding continued employment from semester to semester or year to year.

Students can be released “At Will” from duties at any time.

If a student’s performance or behavior on the job is unsatisfactory, the immediate supervisor should discuss the situation with the student.

If sufficient improvement does not occur, the supervisor, along with the student, should develop a written notice stating the deficiencies and a time period in which improvement is expected.

If the improvement is not satisfactory within the given time period, the student should be referred to the Student Employment Office to explore other employment options.
**Standards of Conduct and Sanctions**

Students are subject to immediate dis-missal from their work study employment for:

- Not responding to work as scheduled without a legitimate reason and/or without calling their supervisor.
- Falsification of information on time sheets.
- Improper or insufficient skills (computer competency, literacy, etc.) need to perform the job assignment.
- Breaches of confidentiality of student records.
- Supervisors may consider other actions inappropriate thus resulting in reasonable cause for termination.

**Grievance Procedures**

If a student worker has a grievance, they should meet with their immediate supervisor and make an earnest attempt to resolve the problem.

If they still feel that the situation has not been satisfactorily resolved or do not feel comfortable with discussing the issue with their supervisor, they should speak with the Student Employment Office Placement Specialist.

**Student Worker Training**

Although it is not mandatory, we highly encourage supervisors to provide necessary training specific to their work place.
**Where Can I Find?**

<table>
<thead>
<tr>
<th>WHAT</th>
<th>WHERE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Information</td>
<td>Student Employment Office</td>
<td>Bldg. 50</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>Student Activities Center (SAC)</td>
<td>Bldg. 44</td>
</tr>
<tr>
<td>Career Center</td>
<td>Counseling/Administration</td>
<td>Bldg. 55</td>
</tr>
<tr>
<td>Financial Aid &amp; Scholarships</td>
<td>Student Services I</td>
<td>Bldg. 52</td>
</tr>
<tr>
<td>Pay Copiers</td>
<td>Library</td>
<td>Bldg. 41</td>
</tr>
<tr>
<td>Veterans Office</td>
<td>Financial Aid</td>
<td>Bldg. 52</td>
</tr>
<tr>
<td>EOPS Office</td>
<td>Student Services II</td>
<td>Bldg. 50</td>
</tr>
<tr>
<td>Counseling</td>
<td>Student Services I</td>
<td>Bldg. 55</td>
</tr>
<tr>
<td>Disabled Student Services</td>
<td>Student Services II</td>
<td>Bldg. 50</td>
</tr>
<tr>
<td>A bus pass</td>
<td>Campus Bookstore</td>
<td>Bldg. 44</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>WHAT</th>
<th>WHERE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>My paycheck (warrant)</td>
<td>Fiscal Services</td>
<td>Bldg. 10A Administration Annex</td>
</tr>
<tr>
<td>Payroll services office</td>
<td>Payroll Department</td>
<td>Bldg. 10A Administration Annex</td>
</tr>
<tr>
<td>A class schedule</td>
<td>Online</td>
<td></td>
</tr>
<tr>
<td>A VVC catalog</td>
<td>Online</td>
<td></td>
</tr>
<tr>
<td>VVC theatre box office</td>
<td>Performing Arts Center (PAC)</td>
<td>Bldg. 54</td>
</tr>
<tr>
<td>Payment for a parking permit</td>
<td>Burser's</td>
<td>Bldg. 52</td>
</tr>
<tr>
<td>Tutoring</td>
<td>Advanced Technology Center</td>
<td>Bldg. 21</td>
</tr>
<tr>
<td>Graduation Requirement</td>
<td>Counseling Office</td>
<td>Bldg. 55</td>
</tr>
<tr>
<td>Transfer Information</td>
<td>Counseling/Administration</td>
<td>Bldg. 55</td>
</tr>
</tbody>
</table>

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