

CHABOT – LAS POSITAS COMMUNITY COLLEGE DISTRICT

Student Assistant Employment

Guidelines for Rehires

1. Rehire Process

For Student Assistants Being Paid via Division Budget [non FWS] – For Fall and Spring Semesters

Hiring Administrator must verify and check off that Student Assistant is enrolled in at least one (1) class.

Summer employment: Hiring Administrator is to verify that student has successfully completed the Spring semester ending just before the summer they are to be employed.

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

Hiring Administrators have the option of utilizing the Electronic Personnel Action Form (EPAF) or the on-line hiring packet. If the Hiring Administrator chooses to utilize the on-line hiring packet, the noted-below forms are to be submitted.

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 & Verification of Student Enrollment in Classes
- TB Assessment/Clearance and X-ray Clearance (not older than 4 years)

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.

2. 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 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.**

3. 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

4. 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.
5. 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.
6. 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).
7. 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: http://www.clpccd.org/board/documents/7270BPStudentWorkers_rev20150818Adptd.pdf
HR|P:FORMS/Student Assistants/Rules and Regulations - REHIRE 04 24 2020

CHABOT – LAS POSITAS COMMUNITY COLLEGE DISTRICT

[For more information regarding student employment contact the following:](#)

Chabot College (510) 723-7108
Las Positas College (925) 424-1632
Human Resources (925) 485-5236

Student Pay Schedule

Effective January 1, 2019, the State minimum wage increased to \$12.00 per hour.

Category	Rate of Pay
A	\$ 12.00
B	\$ 12.50
C*	\$ 13.00
*Placement in this category must be approved by appropriate College Vice President or College President	

Student Pay Categories

*****NOTE:** Hiring Administrator determines pay category based on the following:

Student Salary Schedule for 1-1-19 (Board Approved 12-04-18)	
Category A - Student Assistant No experience required. Under direct supervision, performs entry-level manual and clerical tasks that require one-step demonstration and limited use of independent judgment and creativity. Tasks are simple, routine and recurring.	\$12.00
Category B - Student Assistant Requires minimum of one year's work experience which will demonstrate the skills, ability and proficiency to work on complex assignments within the scope of student assignments, under general and limited supervision.	\$12.50
Category C - Student Assistant Requires a high degree of knowledge of work assignment or closely related area. Must possess skills and demonstrate a high level of proficiency necessary to perform highly complex tasks. Must be able to assume considerable responsibility and/or work under little supervision. Performs tasks that require a high degree of independence, responsibility and creativity within the scope of student assignments. <i>Placement in this category must be approved by the appropriate College Vice President or College President.</i>	\$13.00