EMPLOYING STUDENT WORKERS

OVERVIEW

Students of Hartnell Community College may be employed to assist in the delivery of services. Student employment is to be a learning experience for the student and appropriate training and supervision is to be provided.

DEFINITION

Student Workers are defined as … "Full-time students employed part time, and part-time students employed part time in any college work-study program, or in a work experience education program conducted by a community college district and which is financed by state or federal funds…". (Education Code §88003)

EMPLOYMENT CRITERIA

Employment Eligibility

To be eligible for student employment, the student must:

- Be a currently enrolled Hartnell student
  (for employment between semesters, the student must have been an eligible student employee during the previous semester)

- Maintain the following minimum units of credit* during the semester employed:

  Fall & Spring Semester: 6 semester units
  Summer Semester: 4 semester units

  * students employed through federal or state work-study or work experience education program <u>are not</u> subject to the above requirement to be a full-time student.

- Maintain a 2.0 GPA* (cumulative & semester) at Hartnell

  * *no exceptions can be granted to hire or rehire a student below a 2.0 GPA*

Length of Service

Eligible students:

- May not be employed for more than 2 years in a particular assignment.

Workdays and Hours

Eligible students:

- May work up to a maximum of 20 hours per week. (exclusive of hours served as a Note-taker)

  **Exceptions: Math/Science Academy (when school is not in session), Panther Prep, and Graduation student workers can work a MAX of 29 hours per week.*

- May not work in excess of eight hours per day. (no over-time)

Student Employees are employed at the following four levels:

STUDENT WORKER I

Defining Characteristics:
- No experience or education requirement.
- Work under direct supervision.
- Perform entry-level manual and clerical tasks that require simple demonstration.
- Tasks are simple, routine and repetitive.
- Limited expectation to develop higher skill sets for the job.
- Limited use of independent judgment and creativity.
- (e.g. typists, office assistants, receptionist, grounds helper)

Typical Assignments:
- Grounds Helper
- Office Assistant
- Receptionist
- Typist
- Food Service I

STUDENT WORKER II

Defining Characteristics:
- Experience and/or education in an area related to work assigned are required.
- Works under general supervision.
- Tasks performed require taking some responsibility.
- Tasks may vary in degree of complexity and supervision.
- Tasks performed require some degree of independent judgment and/or decision making.

Typical Assignments:
- AV Equipment Delivery
- Cashier
- Food Service II
- Note-taker
- Parking Enforcement
- Ticket Sales

STUDENT WORKER III

Defining Characteristics:
- Requires moderate degree of subject knowledge and/or experience in the area assigned.
- Works under limited supervision
- Tasks performed require a moderate degree of creativity and/or taking increased responsibility.
- Tasks may vary in degree of complexity and supervision.
- Tasks performed require a moderate degree of independent judgment and/or decision making.
- Possesses technical skills/proficiency necessary to work largely independently
- Must be able to apply rules and regulations with some guidance.

Typical Assignments:
- Instructional Aide (with Instructor present)
- Lead Parking Enforcement II
- Computer Repair Trainee
- Library/Media Technology Assistant I
- Media Equipment Assistant (runs sound checks, trains faculty/staff on equipment, sets up computers for presentations)
- Tutor

STUDENT WORKER IV

Defining Characteristics:
- Requires a high degree of detailed subject knowledge and/or experience in area assigned.
- Works under little or no supervision.
- Tasks performed require a high degree of creativity, independence, and responsibility.
- Must possess the skills and demonstrate a high level of proficiency necessary to perform highly complex tasks.
- Must possess analytical reasoning and strong problem solving and communication/interpersonal skills.

Typical Assignments:
- Computer Repair
- Desktop Support
- Library/Media Technology Assistant II
- Supplemental Instruction Leaders

<u>Pay Rate</u>

- Student employees must initially be placed at Step A of the appropriate level.
- Hiring Managers may appeal for initial placement above Step A for exceptional qualifications by submitting written justification to the Vice President of Human Resources.
- Students may, at the discretion of Management, advance to the next step upon successful completion of one year of work in the same assignment.