HARTNELL COMMUNITY COLLEGE DISTRICT

AP 7270 Student Worker Hiring, Employment, and Promotion

References: Government Code Section 18220, Education Code Section 88002, 69960 subdivision (f)

Introduction

Hartnell Community College District is committed to providing students with enriching paraprofessional opportunities. We employ equitable hiring practices that reach, engage, recruit, and employ diverse students from historically underrepresented and underserved student populations. We provide employment opportunities that develop in-demand, 21st-century workforce skills. We nurture leaders who will enrich the lives of those who reside in our communities, states, and nations.

Eligibility and Enrollment Requirements

Student workers must be actively enrolled at Hartnell College and making progress towards a clearly stated degree or certificate objective. Student workers must be enrolled in at least 6 units in the regular (Fall and Spring) terms. Students working in the fall and not enrolled in the spring can work until the first day of the spring term. Students working in the spring or summer and not enrolled in the fall semester, can work until the first day of the fall term. Students above 90 earned units are not eligible.

Student Responsibility: Students will inform their supervisor of changes to their enrollment during their term of employment.

Supervisor Responsibility: Supervisors will verify a student's enrollment status at the beginning of each semester and maintain regular communication with students about their academic progress. If a student is found to be ineligible for employment due to a change in their enrollment, the supervisor will inform the student and discuss the next steps, including possible adjustments to work hours or termination of employment. If there are changes to the student worker's employment status, supervisors will send a revised end date (HR-06) to HR to close out student worker employment in Colleague.

Compensation and Pay Equity

Pay rates are set by the Human Resources team. Pay is established equitably based on job complexity, required skills, experience, and comparable positions within the department. Annual pay reviews ensure pay adjustments align with the student worker performance evaluation cycle and/or promotion.

Accessibility and Reasonable Accommodations

Student workers with disabilities or other unique needs are provided with reasonable accommodations to ensure equal access to employment opportunities.

Departments work with campus human resources to identify and implement necessary adjustments to the work environment.

Work Hours and Academic Prioritization
During regular academic terms (Fall and Spring), work is limited to a maximum of 20 hours per week.

During bridge terms (Winter and Summer), hours may increase to 29 per week but shall not exceed this limit. Overtime is not permitted.

Supportive Work Environment
Supervisors are trained to support student workers through challenges and prioritize a respectful and inclusive environment that fosters open communication channels, allowing students to voice concerns, seek support, and request changes without fear of reprisal.

Professional Development and Growth
Student workers are regularly evaluated to identify strengths and areas for growth and provided with pathways for skill enhancement, and are invited to both optional and required professional development opportunities (i.e., Student Worker Training Program, Mental Health First Aid, Cooperative Work Experience, etc.).

Departments offer workshops, mentorship, and training sessions to equip student workers with transferable skills and leadership development.

Student Worker Funding Sources
Federal Work-Study (FWS) Program - The Federal Work-Study Program (FWS) provides funding for part-time employment to help students with financial needs to finance the cost of their education. The Financial Aid Office determines eligibility for FWS positions based on the student's demonstrated financial need and continued enrollment in at least half-time status.

- **Eligibility and Priority**: Only students who have applied for and received financial aid may be eligible for FWS positions. Priority for FWS positions is given to students with the highest financial need. Federal Work Study student workers must maintain a cumulative GPA of 2.0 or higher.
- **Hour Limits and Restrictions**: FWS student workers are subject to the same work-hour limits as other student employees (a maximum of 20 hours per week during regular terms and 29 hours per week during bridge terms). However, FWS funding may not cover overtime or hours exceeding the annual allocation designated per student.
- **Budget Compliance**: Supervisors and departments ensure hours worked do not exceed allocated FWS budgets. Hourly tracking ensures that total earnings remain within the federally approved allocation.

Grant-Funded Student Workers
Grant-funded student positions are established through specific grants and designed to support projects or services that align with the grant's goals and objectives. These positions may be available to students who meet the specific eligibility criteria set by the grant.

- **Eligibility and Hiring Requirements**: Eligibility requirements for grant-funded positions may vary depending on the grant's stipulations. These requirements may include academic performance criteria, enrollment in specific programs, or participation in particular projects.
- **Work Hour Guidelines**: Grant-funded student workers follow the standard hour limits (20 hours per week during regular terms, 29 hours during bridge terms) unless the grant specifies otherwise.
- **Fiscal Management**: Department heads and grant supervisors must ensure student worker hours align with the grant's budget and timeline. Each department is responsible for tracking expenditures to maintain compliance with grant terms and reporting requirements.

Regularly Funded Student Workers
These positions are funded through the department's regular budget allocation and are intended to support ongoing departmental needs while providing students with practical work experience.

- **Eligibility and Priority**: All enrolled students who meet the minimum GPA of 2.0 and meet the enrollment requirements, can apply for department-funded student worker positions, regardless of financial need.
- **Hourly Limits and Expectations**: Department-funded student workers must also adhere to the general work-hour guidelines, which are a maximum of 20 hours per week during regular academic terms and up to 29 hours per week during bridge terms.
- **Budget Compliance**: Supervisors manage hours worked to stay within the department's allocated budget for student employment. Annual budget reviews may adjust the allocation to align with departmental needs and student work demands.

Health and Wellness Considerations
If a student averages more than 130 hours per month over a 12-month period, health benefits are provided in accordance with Affordable Care Act (ACA) regulations.

Supervisors encourage work-life balance, respecting that academic success and personal well-being are foundational to students' employee roles.

General Provisions Across Funding Sources
Regardless of the funding source, departments are responsible for tracking hours worked, providing timely feedback, and ensuring compliance with the outlined employment policies to support student worker success.

Approved by Superintendent/President: June 9, 2026