

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 - (AP 7270)

To be eligible for student employment, the student must:

- Be currently enrolled as a student at Hartnell College.
 - 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.
 - Maintain the following minimum units of credit* during the semester employed:

Fall & Spring Semester:	6 semester units
Summer Semester:	4 semester units
 - Maintain a 2.0 GPA* (current semester & cumulative) 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 after the completion of 90 units at Hartnell College.

Workdays and Hours

Eligible students:

- May work up to a maximum of 20 hours per week.
**Exceptions: Math/Science Academy (when school is not in session), Panther Prep, and Graduation, and bridge semesters (winter/summer) student workers can work a MAX of 29 hours per week.*
- May not work in excess of eight hours per day. (Overtime is **NOT** permitted)

Student Employees are employed at the following four levels:

STUDENT WORKER I

Defining Characteristics:

- No experience or education requirement.
- Work under frequent & close supervision with step-by-step instruction.
- 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.

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 direct oversight with clear defined duties.
- 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 general 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 independently under minimal 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

Pay Rate

- 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.

Student Worker Performance Evaluation

- Evaluations must be conducted in order to increase steps within the pay schedule.
- One of the following **must** be completed in order to conduct a student evaluation:
 - Completed 300 hours within the semester
 - One year of work completed within the department hired into
- Please use the student evaluation HR form and submit to HR to process.