Student employment provides students with an opportunity to gain work experience and earn extra money. It is **not** the purpose of student employment to provide ongoing or permanent employment.

All Student employees are:

1. To be primarily pursuing an educational goal.
2. Are not permitted to work more than **19 hours per week**, or more than **8 hours per day**.
3. To be paid time-and-a-half for working overtime, however, one must obtain permission from their supervisor before working a holiday or more than 8 hours in one day (doing either is strongly discouraged).
4. To take an unpaid meal break of at least 30 minutes (preferably mid-shift) any day the student is scheduled to work more than 5 hours.
5. Responsible for submitting their timesheet online by the last workday of the month and for making sure their supervisor has approved it online before the deadline.
6. Eligible for Workers’ Compensation for any work-related injuries or illness.
7. *Not* eligible for unemployment compensation.
8. To maintain a minimum GPA of **2.0**, both quarterly and cumulatively.
9. **Student must reside in California and maintain a U.S. permanent address on their District records.**
10. **The student is responsible for giving their supervisors as much notice as possible regarding pending ineligibility.**
11. **The student must stop working and notify Financial Aid immediately upon realizing they do not meet the qualifications.**
12. Student employees will be eligible for a maximum of 24 hours of sick leave during the academic year (July 1 - June 30). Unused sick leave will roll over into the next academic year as long as there is less than a 12-month break in service.

**All student employment assignments end automatically at the completion of the academic year.**

**STUDENT MUST READ AND SIGN**

*I understand and accept the above terms.*

Student’s signature

Date

Revised 06/2023