

**Foothill-De Anza Community College District**  
**STUDENT EMPLOYMENT POLICIES AND PROCEDURES**

Revised July 2017

# **Foothill-De Anza Community College District**

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It is the policy of the Foothill-De Anza Community College District not to discriminate on the basis of race, sex, physical handicap, religion, color, creed, national origin or age in any of its educational and employment programs, activities, policies, practices and procedures.

Contents of this document are subject to change.

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## I. Purpose of Student Employment

Employment of students who are working towards a degree, certificate, or transfer from the Foothill-De Anza Community College District is provided for two purposes:

- A. To provide the students of the District with extra money to help them finance their education within the District; and
- B. To provide students with the opportunity to gain work experience. Work experience refers both to the acquisition of skills in connection with an educational program and to the acquisition of general work habits such as punctuality, understanding and following directions, working with others, etc.

It is **not** the purpose of student employment to provide an individual with an ongoing and permanent position, albeit on a part-time basis, or to replace regular classified/certificated positions with part-time student help.

## II. Definition of a Student Position

In view of the above stated purposes, a student position at the Foothill-De Anza College District is hereby defined as a position which:

- A. Provides the students either with extra money to help finance their education within the District, or with the opportunity to gain work experience;
- B. **AND** is reserved for students enrolled in and completing at least 12 units at their primary campus (either at Foothill or De Anza College) during the period of employment.
  - ▶ Federal Work-Study, special Child Development positions that meet the legal criteria of work experience, and Cal Works-funded employees must maintain at least 6 units of attempted and completed units
- C. **AND** is limited to no more than 19 hours per week for all student employee positions
- D. **AND** is occupied by a student whose primary academic goal is at the college employing them and identified as a student position by the appropriate supervisor;
- E. **AND** is supervised by a classified/certificated staff member **at all times**.

These criteria constitute the essential definition of a student position. Any position that lacks any of the criteria is not a student position, and is to be considered a temporary or permanent classified position.

## III. Definition of a Student Employee

A student employee is one who is primarily pursuing an educational goal at either Foothill College or De Anza College and is either (a) a full-time student (12 or more units) working part-time in a District-Funded student position, or (b) a part-time student (6 or more units) working part-time in a Federal Work-Study, previously identified special Child Development positions that meet the legal criteria of work experience, or Cal Works-funded position. The student employee is to be employed in a student position at the college where their primary educational goal resides. Supervisors facing major difficulties in filling district-funded student positions with student employees from their college may hire students from the other college only with the prior approval of the Director of Financial Aid on a case-by-case basis for the duration of one quarter only.

## IV. Student Employment Opportunities

Student employment opportunities are numerous and range from entry level/trainee to more highly skilled/technical positions. The following list of departments on both campuses is intended as a guide to help the student locate a job and is not all inclusive of locations:

Adaptive PE  
Admissions and Records

Biology/Health  
Bookstore

Business  
California History Center  
Campus Security  
Career Planning/Placement  
Child Development Center  
College Information Services  
Computer Information Systems  
Counseling  
Creative Arts  
Dining Services  
Disability Resource Center  
Distance Learning  
District Offices  
Educational Diagnostic Center  
EOPS  
Financial Aid  
Fine Arts  
Groundskeeping

Health Services  
International Students Office  
Kirsch Center  
Krause Center for Innovation  
Language Arts  
Learning Center/Library  
Mailroom  
Media Center  
Middlefield Campus  
Occupational Training Institute  
Ornamental Horticulture  
Physical Education  
Physical Science and Math  
Social Science  
Student Activities  
Technical Education  
Testing Office  
Tutorial Center

Interested students may seek district-funded jobs on their own by contacting the campus departments directly.

## **V. Source of Funding for Student Employment**

Students at Foothill-De Anza may be employed under either Federal Work-Study funds or District funds. The differences are explained below.

### **A. Federal Work-Study Funded**

Federal Work-Study is one of the federal financial aid programs available through the Financial Aid Offices. It is possible to receive a Federal Work-Study award for the twelve-month school year if enrolled in a minimum of 6 units in all four quarters. In order to qualify, a student needs to apply for financial aid using a FAFSA and be determined eligible. If funds are available, the student would be awarded an allocation to earn for the school year. Adjustments to the allocation may be considered. Students earning in excess of their Federal Work-Study allocation will be paid from district funds from the department where they are employed. Subsequently, student employees may be transferred to a district-funded student position.

### **B. District-Funded**

Most departments set aside district funds on a limited basis to fill the needs for student employees not satisfied through the Federal Work-Study Program. For district-funded positions, it is not necessary for the student to submit a financial aid application. Employees are interviewed and hired directly by the department supervisor.

## **VI. Employment Guidelines and Issues**

### **A. Dates of Employment**

All student positions end on or before the last day of the academic year in which the position is begun. To continue into the next academic year, a new job assignment card must be completed prior to a return to work. It is the responsibility of the student's supervisor to notify the Financial Aid Office if a student stops working for them prior to the last day of the academic year so that we may end the assignment.

### **B. Federal Work-Study employee guidelines:**

1. Students must be enrolled in and successfully completing at least 6 units each quarter employed. See Section III for further information. Supervisors and students

are responsible for notifying the Financial Aid Office as soon as a student employee drops below the required 6 units.

2. Never permitted to work more than 19 hours per week.
3. Students working overtime or on a **District** holiday is strongly discouraged. Some exceptions for Community Service employees may apply. Permission from the supervisor must be obtained before working overtime (defined as more than 8 hours in a day) or on a holiday and in those rare cases when approved, the employee will be paid time-and-a-half.
4. An unpaid meal break of at least 30 minutes must be taken, preferably mid-shift, any day the employee works more than 5 hours. If the total work period for the day is no more than 6 hours, the unpaid meal break can be waived by mutual consent of the employee and supervisor.
5. Supervisors and students are responsible for keeping a record of a student's gross earnings and terminating all work once the Federal Work-Study allocation is earned.
6. Federal Work-Study funds will not be used to assist instructors with duties associated with their course load. The exception to this is off-campus Community Service assignments.

#### **C. District-funded employee guidelines:**

Student and supervisors must comply with the conditions of employment on the campus specific job assignment cards and as updated on each campus's Student Employment webpage.

1. District-funded student employees must be enrolled in and successfully completing at least 12 units at their primary college for each quarter employed, except for, previously identified special Child Development positions and Cal Works-funded employees, who must be enrolled in and successfully completing at least 6 units. See Section III for further information. Supervisors and students are responsible for notifying the Financial Aid Office as soon as a student employee drops below the required units so that the job may be ended. Students must meet the minimum enrollment levels to work.
2. Never permitted to work more than 19 hours per week.
3. Students working overtime or on a **District** holiday is strongly discouraged. Permission from the supervisor must be obtained before working overtime (defined as more than 8 hours in a day) or on a holiday and in those rare cases when approved, the employee will be paid time-and-a-half.
4. An unpaid meal break of at least 30 minutes must be taken, preferably mid-shift, any day the employee works more than 5 hours. If the total work period for the day is no more than 6 hours, the unpaid meal break can be waived by prior mutual consent of the employee and supervisor.

#### **D. Holidays**

District payroll policies identify by date the district holidays each year. Those holidays are:

- Independence Day
- Friday before Labor Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- All days between Christmas and New Year's Eve
- New Year's Eve
- New Year's Day

- Martin Luther King, Jr. Day
- Lincoln's Day
- Washington's Day
- Memorial Day

#### **E. Department Autonomy**

Each supervisor or department has the right to set in-house guidelines regarding employee conduct, performance standards/evaluations, policies for tracking hours worked, etc. as long as guidelines are reasonable and do not conflict with overall college or district policies.

#### **F. Breaks**

Employees who are not able to use restroom facilities and/or take refreshment (water, coffee etc.) in the course of performing their duties are allowed a 10 minute break within a 4 hour work period. The break time should be agreed upon between the employee and their supervisor. Other employees may be given a break depending upon accepted departmental practice or policy.

#### **G. Workers' Compensation**

All work related injuries must be reported promptly to the Health Office. Work related injuries and illnesses are covered by Workers' Compensation and claims are handled by the Benefits Office located in the District Office of Human Resources - <http://hr.fhda.edu/benefits/index.html>

#### **H. Supervision**

Student employees must be supervised **directly** and **locally** at all times by a classified/certificated staff member at a District approved worksite. There may be some exceptions for Federal Work-Study Community Service positions. Whenever possible, the assigned supervisor should be in the same work area. Student employees must not be given the scope of responsibilities usually assigned classified/certificated staff (e.g., a student employee may not grade student papers). Supervisors must be available to take responsibility in emergencies or whenever the student employee is unable to perform their duties. Supervisors retain responsibility for training student employees, matching their interests and skills with job assignments, and assisting the student with keeping an accurate work record.

#### **I. Sexual Harassment**

The Foothill-De Anza Community College District provides equal opportunity in education and employment. To meet this commitment, the District maintains and supports an environment in which all employees and students can work and learn free from intimidation, harassment and discrimination. The District has adopted specific policies on sexual harassment and discrimination. Online information is available at <http://hr.fhda.edu/policies-procedures/A1-policies.html>

#### **J. Relative Hiring**

Employment by the District of relatives may sometimes lead to a special kind of personnel problem. Such employment is not prohibited as long as relatives work for separate supervisors. Whenever possible the policy on relative hiring follows the policy governing classified employees. Exceptions must be approved by the Director of Human Resources.

#### **K. Fingerprinting / TB Testing**

The District requires mandatory fingerprinting and a TB Risk Assessment questionnaire and, if necessary a TB Skin Test (TST) of all full-time employees, part-time faculty, CDC employees, and volunteers, and of some casual (i.e., temporary, aka TEAs) and student employees.



Fingerprinting of student employees is currently required of student employees whose duties expose the district to a potential risk. These include students who:

- 1) are working with children under 18 years of age, or
- 2) work where theft or loss is a risk, or
- 3) answered affirmatively to a prior conviction, or
- 4) have had fingerprinting requested by their supervisor.

If fingerprinting is required, it must be done prior to beginning employment or within a week from the beginning of employment.

Supervisors are expected to notify students of this requirement at the initial interview. Results of the fingerprinting process will be made available to a designated staff member of the Financial Aid Office for clearance for student employment. Certain prior convictions of felonies or misdemeanors may negatively affect employment with the district.

All student employees who will be working with children under 18 years of age are required to have a TB Risk Assessment questionnaire and, if necessary, a TB Skin Test (TST) and any necessary follow-up, completed prior to beginning employment, but no more than 30 days prior to beginning employment.

#### **L. Reasonable Accommodation (A.D.A.)**

The Americans with Disabilities Act (A.D.A.) is a civil rights statute that prohibits discrimination against people with disabilities. This protection is similar to that given to women, minorities, and others since the Civil Rights Acts of 1964. Protected are people with disabilities that substantially limit activities such as working, walking, talking, seeing, hearing, or caring for oneself. People who have a record of such impairment are also protected. At the Foothill-De Anza Community College District, the A.D.A. covers all employees including permanent, temporary, full time, part time, students working on campus, and job applicants.

A person who is otherwise qualified may request accommodation related to his/her disability, provided that the accommodation does not impose an undue hardship on the District. The procedures for requesting accommodation are maintained in the President's Office and the office of the A.D.A. Coordinator on each campus and in the District Office. Online information is available at <http://hr.fhda.edu/policies-procedures/A1-policies.html>

#### **M. Discrimination**

The Foothill-De Anza Community College District provides equal opportunity in education and employment. To meet this commitment, the District maintains and supports an environment in which all employees and students can work and learn free from intimidation, harassment and discrimination. The District has adopted specific policies on sexual harassment and discrimination. Online information is available at <http://hr.fhda.edu/policies-procedures/A1-policies.html>

### **VII. Personnel Procedures**

#### **A. New Student Employee**

A student becomes an employee with a completed Student Employment Packet **AND** the receipt of a completed Assignment Card by the Financial Aid Office. Both items are necessary to create a work assignment and to create an initial timesheet. The Application for Student Employment is available online from the Financial Aid Office websites. The Packet consists of the following:

- Student Employee Information Sheet - requiring name, social security number, date of birth, address, telephone number, emergency contact, Loyalty Oath, Relative Hiring, Confidentially agreement, and Conviction Information. An optional Diversity Survey may also be included.
- W-4 Withholding Allowance Certificate (Federal)

- DE 4 Withholding Allowance Certificate (State)
- I-9 Employment Eligibility Verification Form, to be presented with the appropriate I-9 documentation.
- All prospective employees are required to have a valid social security number and that social security number must be in the FHDA database before any job assignment can be set up. For payroll purposes, the District requests that prospective employees present an original social security card (not laminated if prohibited).
- New Student Employee Certification Page – verifying that the employee has read the district policies related to General Safety Guidelines, Drug-Free Workplace, Sexual Harassment, Discrimination, and Notice of Asbestos Containing Building Materials, the Computer Use Policy, and Sick Leave Policy.

An assignment card is to be completed by the student's supervisor and returned to the Financial Aid Office. The card will indicate whether fingerprinting is required, and will authorize payment to the student from the budget code specified for the job title specified and at the pay rate specified. Since this is a budgetary authorization, the signature of the Division/Department Budgeter (or designee) is also required. The supervisor will also indicate on the assignment card whether fingerprinting is required and provide the name/CWID# of the online timesheet approver(s). In the case of Federal Work-Study, the assignment card lets the supervisor know if the student has any Federal Work-Study allocation limitation on their earnings.

#### **B. Hiring a Current or Previous Student Employee of the District**

If a department wishes to hire a student who is currently a student employee at that college or has recently been a student employee at that college, the student must go to the Financial Aid Office to determine if a new or updated Student Employment Packet is required and to receive a job assignment card. All student employees are responsible for ensuring that their personal information is accurate and up to date in the FHDA database.

While students may hold more than one student assignment at a time, the sum total of all hours worked in any week (Sunday through Saturday) may not exceed the hours referenced in section VI. B & C.

#### **C. Concurrent Student and Temporary Employment (Casual)**

The District does not allow concurrent employment as a student employee and temporary (casual) employee.

#### **D. Employment of Foreign Students**

With permission from the International Student Office, foreign students who entered the United States on an F-1 visa and who are at least 18 years of age are eligible to apply for District-Funded student jobs on campus as long as they meet all other requirements. They, like all student employees, are limited to working a maximum of 19 hours per week. Issues such as possible changes in immigration status, and impact on academic work.

Students working under an F-1 visa must be enrolled in at least 12 units at their primary college. With prior approval by the International Student Office, which should be reported to the Financial Aid Office in advance, an exception may be granted to count units at the other district college for employment purposes on a quarter-by-quarter basis.

Upon initial employment, F-1 students must present their original I-94, I-20, social security card, and passport, in addition to the employment items listed in VII A above.

#### **E. Employment of Independent Contractors**

In general, any individual may not have a simultaneous relationship with the District as an employee (in any capacity) and as an Independent Contractor.

## **F. Prerequisites to Employment**

### **1. Students Under 18 Years of Age**

If a student employee is under 18 years of age, but no younger than 16, the student must show proof of a high school diploma or its equivalent (recognized by the state of California) and proof of age in order to be employed as a student employee. In the case of CHSPE instead of a high school diploma, parental approval may also be necessary.

- Due to issues with foreign high school equivalencies, International students must be age 18 or older to be employed.

### **2. Social Security Number**

All student employees must have a Social Security number to be hired and their social security number must be in Banner before employment paperwork can be processed and before any work may begin.

### **3. Oath for the State of California**

The California Constitution requires all California public employees to sign a loyalty oath. The oath is presented to all new employees as a page in the required employment packet.

### **4. Current Enrollment -- Academic Year**

At the time of hire and for the duration of employment, all student employees must meet the requirement for minimum enrollment and successful completion at their primary college. (See section VI parts B & C). Student employees who drop below their required enrollment statuses, fail to successfully complete their units during employment, or do not maintain the minimum 2.0 GPA most often will be subject to removal from student employment.

### **5. Current Enrollment -- Summer Session**

District-funded student employees hired for the summer session must either:

- (a) Be enrolled in at least 6 units Summer Quarter, or
- (b) Be continuing employment from the preceding Spring Quarter during which they successfully completed at least 12 units (6 units if in a, previously identified special Child Development positions or Cal Works-funded student position).

Federal Work-Study student employees must be enrolled in a minimum of 6 units for any and all terms during employment. Failure to complete a minimum number of units will adversely affect maintenance of Satisfactory Academic Progress and could jeopardize future receipt of federal financial aid.

### **6. Minimally Acceptable GPA**

Because the student employee relationship with the Foothill-De Anza District is as a student first and an employee second, a student employee must have:

- fewer than 180 attempted units at Foothill and De Anza Colleges combined;
- a cumulative **grade point average** (GPA) of at least 2.0; and
- a quarterly GPA of at least 2.0 in their most recent quarter\*

\* Once a student drops below a 2.0 Quarterly GPA, they will not be eligible to work until they receive at least a 2.0 Quarterly GPA in a quarter in which they complete at least 6 units.

## **G. Student Employee Contact Information**

### **1. District E-Mail**

All student employees will be assigned a District e-mail (FHDA) address, accessible via MyPortal. This address will be used when the District needs to notify the student employee about job-related matters. To access their district email, the student should go to: <https://email.fhda.edu/owa/> and sign in using their MyPortal sign-in (campus wide ID and password). If they are unable to log in, their supervisor can submit an ETS ticket - <http://etshelp.fhda.edu/> - to ask that the student account be activated.

**2. Updating Contact Information on MyPortal**

Students are responsible for ensuring that their contact information on their MyPortal is up to date and that there is no more than one active address of each kind. If an online W-2 selection has not been made, the District will mail W-2 forms to the student's permanent address and paychecks to the student's mailing address. W-2s are mailed in January and must be mailed to a U.S. address. It is the student's responsibility to update their MyPortal so that can be done.

**VIII. Salary Schedule (effective 01/01/2017 & scheduled to change on or before 01/01/2018)**

The structure of the student salary schedule is set by the Board of Trustees. It consists of four levels and two steps in each level. Level I represents the least skilled positions and Level IV represents the most highly skilled positions. The current salary schedule is:

	<b>Step 1</b>	<b>Step 2</b>
<b>Level I</b>	\$10.50	\$11.25
<b>Level II</b>	12.00	12.75
<b>Level III</b>	14.00	14.75
<b>Level IV</b>	16.00	16.75

**A. Initial Placement on Salary Schedule**

All student employees will initially be placed on Step 1 of the appropriate salary level as determined by their job title. If a student has prior paid work experience at a higher pay rate doing the same work they may be granted initial placement at Step 2 upon supervisor verification.

**B. Movement on the Salary Schedule**

After six months work in the same position, a student may be recommended for a raise to Step 2. After evaluating the employee's performance, the supervisor may authorize a raise with a new assignment card being submitted to the Financial Aid Office. The six months of work experience need not be continuous as long as it is in the same position. Raises may be awarded earlier to excellent performers at the discretion of the supervisor.

A student employee who takes on additional duties with increased experience may also move to a higher level within the same classification upon supervisor recommendation.

**IX. Classification of Student Positions (effective 01/01/2000)**

Student positions reside in nine categories and are available in each of the four levels. Supervisors hiring student employees must link each student to the job title that most closely represents the work being performed and the qualifications needed to perform that work.

**A. Position Categories**

The following categories represent the general work duties that comprise student employment. They are general in nature but may be specified in more detail within each department for clarity.

**Accounting/Cashiering Assistant I - IV**

Generally works with cash, cash registers, cash receipts, merchandise, tickets, data entry, budgets, accounts payable, distributing and filing reports and reconciliation tasks.

**Clerical Assistant I – IV**

Generally works in an office setting with office equipment such as telephones, faxes, computers, copiers, mail, files and public contact with students, staff or the public. At the higher levels may work with more complex software for designing materials or web pages, maintaining spreadsheet applications and/or office databases.

### **General Assistant I - IV**

Generally works with bulk merchandise, book shelving carts, heavy equipment, or more physical labor. At the higher levels may require possession of a valid driver's license or demonstrated knowledge of safety requirements for tools used.

### **Instructional Assistant I – IV**

Generally works with instructors in classroom settings, office settings, or in a tutorial capacity. At the higher levels may require demonstration of skill or expertise in the instructional setting.

### **Lab Assistant I - IV**

Generally works in a lab setting providing student support, materials distributions, setup and take down. At higher levels may involve maintenance and/or repair of lab equipment or knowledge of safety requirements when dealing with hazardous materials.

### **Peer Assistant I - IV**

Generally works directly with other students providing guidance, information, or advice related to a program or service. At higher levels may involve supervision, training, or work assignments of other student peer assistants.

### **Physical Education Assistant I - IV**

Generally works in PE or Adaptive PE in classrooms, gyms, pools, and locker rooms or in the fields. At the higher levels may involve required lifesaving and/or CPR certificates.

### **Security Assistant I - IV**

Generally monitors specific areas for safety, crowd control, traffic flow, student complaints/concerns and building access. At the higher levels may involve protection of more expensive equipment or security of buildings with higher liabilities.

### **Technical Assistant I - IV**

Generally operates, maintains, troubleshoots, and/or repairs mechanical or electronic equipment or devices. At the higher levels may involve problem solving for more complex systems or may require solutions to be designed.

## **B. Position Levels**

The four levels available in each of the above categories are described below.

### **Student Level I (\$10.50 - \$11.25)**

This is an **entry/trainee level** position for student employment.

#### **DUTIES**

Duties are those which may be readily learned by an individual with limited or no previous knowledge or experience in the work assignment. Under supervision and after training, performs any of a variety of repetitive clerical or manual duties in an assigned campus department or program. Works under close supervision and receives training on the job.

#### **QUALIFICATIONS**

Education: Completion of formal or informal education sufficient to assure the ability to read, write and speak at the level required for successful job performance.

Experience: No experience required.

Ability to: Understand and carry out written and oral directions; learn basic job routines after training; learn to operate tools and equipment accurately and safely after training;

work cooperatively with others; lift and carry supplies and objects if required of specific job assignment.

### **Student Level II (\$12.00 - \$12.75)**

This is the ***intermediate level*** position for student employment.

#### **DUTIES**

Duties generally require a semi-skilled individual with some training, experience or demonstrated ability to perform tasks of an intermediate nature. *May* require previous knowledge of the work area and/or experience with tools equipment or computers. Under general supervision performs any of a variety of semi-skilled clerical or manual duties in an assigned campus department or program. Works under general or moderate supervision.

#### **QUALIFICATIONS**

Education: Completion of high school graduation or equivalent. Training and certification as required and related to work assignment.

Experience: Approximately one year of any previous work experience, or demonstrated ability to perform tasks of an intermediate nature.

Ability to: Understand and carry out written and oral directions; perform semi-skilled tasks in assigned work area with minimal training; operate tools and equipment accurately and safely; maintain records; work with some independence under general supervision; work cooperatively with others; work outdoors and lift supplies and objects if required of specific job assignment.

### **Student Level III (\$14.00 - \$14.75)**

This is the ***specialist level*** position for student employment.

#### **DUTIES**

Duties generally require an individual with specialized skills or abilities and often require the ability to communicate skills or expertise to others. *May* include work off campus. *May* involve some supervision or training of other student employees. Under limited supervision performs any of a variety of specialized duties in an assigned campus department or program.

#### **QUALIFICATIONS**

Education: Completion of high school graduation or equivalent. Training and certification as required and related to work assignment.

Experience: Approximately one year of experience in an area of specialization required by the work assignment. College coursework in the specialty may substitute for required experience.

Ability to: Understand and carry out written and oral directions; perform specialized tasks in assigned work area; communicate skills or knowledge of specialty to others; operate tools and equipment accurately and safely; maintain and prepare records and reports; work independently with limited supervision; work cooperatively with others; work outdoors and lift supplies and objects if required for specific job assignments; use initiative and sound judgment within established procedural guidelines.

### **Student Level IV (\$16.00 - \$16.75)**

This is the ***technical and specialized level*** position for student employment.

#### **DUTIES**

Duties generally require an individual with technical and specialized skills or abilities and often requires ability to communicate skills or expertise to others. *May* include work off campus. *May* involve some supervision or training of other student employees. Under

limited supervision performs any of a variety of technical and specialized duties in an assigned campus department or program.

#### QUALIFICATIONS

Education: Completion of high school graduation or equivalent. Training and certification as required and related to work assignment.

Experience: Approximately two years of experience in the area of the technical and specialization required by the work assignment. College coursework in the technical specialty may substitute for required experience.

Ability to: Understand and carry out written and oral directions; performs technical and/or specialized tasks in assigned work area; communicate skills or knowledge of technical specialty to others; operate tools and equipment accurately and safely; maintain and prepare records and reports; work independently with limited supervision; work cooperatively with others; work outdoors and lift supplies and objects if required for specific job assignments; use initiative and sound judgment within established procedural guidelines.

### **C. Student Employment Advisory Process**

The Director of Financial Aid shall seek advice and receive input from District HR, financial aid staff, supervisors, students, etc. about the student employment program in general. From time to time, pay rates will be reviewed for currency and when there is agreement at both campuses or where legally required, a new salary schedule will be brought to the Board of Trustees for approval. The Director of Financial Aid or their designee at each campus has the responsibility for collecting and disseminating information to the students, campus departments and supervisors about any changes.

From time to time, the Director of Financial Aid will review the duties being performed in student positions on the campuses. It is expected that work assigned to students reflect the purpose and scope of student employment.

## **X. Termination of Student Employment**

### **A. Voluntary Termination**

Due to the nature of the student position and the student employee, a student may wish to voluntarily leave a position. Whenever possible, two weeks notice should be given to the supervisor. In all cases, the final timesheet must be submitted and approved before it can be processed for payment. If approved, it will be processed with the appropriate payroll period.

### **B. Involuntary Termination of Student Employees**

Student positions are by nature temporary and part-time and may **not** provide yearlong work. Student employees may be terminated by the supervisor or Financial Aid Office for a variety of reasons including, but not limited to: lack of funding, lack of maintaining an appropriate unit load or GPA, lack of work available, lack of assigned time slots available, change in skills or emphasis of duties to be assigned, etc. Unlike a bargaining unit environment, student employees do not accrue seniority or bumping rights nor do they usually qualify for unemployment consideration. Supervisors are encouraged to carefully examine all aspects of a particular position since it is important for prospective student employees to thoroughly understand the nature, length and expectations of the positions before beginning work.

Because it is **not** the purpose of student employment to provide an individual with an ongoing and permanent position, or to replace regular classified/certificated positions with part-time student help, a student could also be terminated due to the excessive length of their employment with the District. In order to honor the intent of student employment, a student may be employed as a student employee at the Foothill-De Anza College District

until they have reached 180 total Foothill-De Anza attempted units. At that point the student becomes ineligible for student employment at the Foothill-De Anza District.

Student employees working under the Federal Work-Study program must continue to make financial aid Satisfactory Academic Progress to retain eligibility for employment throughout the year. If a student becomes disqualified from federal aid, their Federal Work-Study award will be terminated immediately as well.

### **C. Dismissal from Student Employment**

In conformity with the standards utilized for regular contract staff members, student employees who are not performing at a satisfactory level in their position can be dismissed by their supervisor. In cases of unsatisfactory performance, whenever possible, supervisors are encouraged to work with the employee first to improve performance. The following are causes for dismissal:

- Incompetence in job performance
- Neglect of duty, including repeated absence
- Unauthorized absence
- Insubordination
- Negligence, willful damage to public property, or waste of public supplies or equipment
- Willful violation of any lawful regulations of the College or District
- Suspension or expulsion from the college
- Possession and/or under the influence of alcohol or illegal drugs on District grounds or while performing employment duties
- Disorderly or immoral conduct involving students or other persons on campus property or while performing employment duties
- Serious physical impairment interfering with fulfillment of employment duties
- Dishonesty or falsifying information given to the supervisor, College, or District

A final paycheck should be arranged with the District Payroll Office. In all cases, the final timesheet must be submitted and approved before it can be processed for payment. If approved, it will be processed with the appropriate payroll period.

### **D. Grievance Procedure**

Although the District has made a commitment to ensure fair employment standards, it also realizes that there may be instances when a student employee may feel that he/she has been unfairly treated. When these situations do occur, the student employee should first attempt to resolve the grievance with his/her direct supervisor.

If this attempt fails, the student employee may submit a full written description of the grievance to the Director of Financial Aid or their designee. An appointment will be scheduled for the employee to discuss the matter.

Matters which involve discrimination, sexual assault, Americans with Disabilities Act, criminal behavior or sexual harassment will be referred to the campus coordinator who is responsible for implementing policies and procedures pertaining to that particular grievance.

In all others areas, the Director of Financial Aid or their designee will serve as a mediator and attempt to resolve the difference(s) between the parties. If the Director of Financial Aid rules in favor of the supervisor, the case is considered closed unless the student appeals to the appropriate supervisor of the Director of Financial Aid. If the mediator rules in favor of the student and the supervisor does not accept the mediator's recommendation, then the mediator will submit the recommendation to their supervisor for further resolution. Cases reviewed after the appeal will be considered final at the campus level. A student who wishes to pursue a grievance will have to appeal to the District Personnel Officer for further action.



## **XI. District Payroll**

### **A. Timesheets**

Timesheets are posted in the student's MyPortal account on the first working day of each month of valid employment. Timesheets are due the last working day of the month worked. Completed, approved timesheets must be signed by all required signers and submitted to Payroll by the 5<sup>th</sup> calendar day of the following month for payment on the 15<sup>th</sup> of that month. Student timesheets not received and approved by the 5<sup>th</sup> will be too late for processing in that pay period. A paper timesheet will need to be created by the Financial Aid Office and submitted directly to Payroll. In most cases, the student will not be paid until the following pay period.

### **B. Paychecks/Direct Deposit**

Student employment is one of the monthly payrolls processed by the District Payroll Office. Pay is issued on the 15<sup>th</sup> of each month. If that date falls on a non-working day, pay will be issued on the closest working day. If a student works in more than one department at a time, all hours will be paid on a single disbursement. Pay is disbursed by mail or by direct deposit. Direct deposit information may be opted for and updated by the student in their MyPortal account (<https://myportal.fhda.edu>).

### **C. Unclaimed Paychecks**

Paychecks returned in the mail will be held in the District Accounting Office.

### **D. Holding a Paycheck**

A hold may be placed on a payroll check through the District Payroll Office for matters that cannot be resolved through normal communications.

### **E. Lost Paychecks**

A lost paycheck must be reported to the District Payroll Office as soon as it is certain that the check is lost. A permanent stop payment will be placed on the check. The student will be asked to sign an affidavit stating the circumstances of the loss. A replacement check will be issued.

### **F. Taxable Income**

All student wages, whether Federal Work-Study or District funded, are taxable income and subject to both federal and state income taxes. The W-4/DE-4 forms are available online if a student wishes to change his/her status at any time during employment. A Wage and Tax Statement (W-2 form) will be available online (MyPortal) by late January for all students who received earnings during the tax year. Students are encouraged to agree on their MyPortal to receive their W-2 form online only. Those who do not will also have their W-2 forms mailed in late January.

### **G. Social Security Tax (F.I.C.A.) and Medicare Tax (M.Q.F.E.)**

Student earnings are subject to Social Security taxes (F.I.C.A.) and Medicare taxes (M.Q.F.E.) unless a student meets the IRS exemption. The IRS exempts students who enroll at least halftime in 6 or more units within Foothill-De Anza Community College District. The District automatically flags students who meet these exemption criteria when processing the monthly payroll.

### **H. Year End Payroll**

The close of the budget year occurs June 30. Therefore, timesheets for the month of June and any other late timesheets for the year must be submitted promptly on the following workday to be paid and charged to the correct budget code. Timesheets received late will be paid from the subsequent year's budget. Late Federal Work-Study

timesheets cannot be charged to a subsequent eligibility year and will be charged to the 'B' budget of the department employing the student.

## **XII. Release of Information Regarding Student Employment**

In general, student employment records are confidential. Requests for information regarding a student employee are honored automatically by the agencies which have legal access to those records, i.e. the Social Security Administration, the State Unemployment Insurance Office, the Franchise Tax Board and the Internal Revenue Service. When employment information is requested in writing and with the employee's consent it will be honored to the extent that records are available, including performance evaluations.

For requests without the employee's consent, information disclosed will be limited to *confirmation* of employment, dates of employment, type of work performed and the last pay rate, to the extent that records are available. In general, student employment records are kept for three years.

If a subpoena is received for employment records, it will be honored when it is accompanied by (1) a copy of notice to the consumer and (2) an affidavit showing good cause, relevance, etc., for why documents are required. Attorneys for the employee may also be contacted before records are turned over.

## **XII. Student Volunteers**

Students enrolled in the district may want to accumulate community service hours for scholarship applications, transfer applications, or for pure benevolence. Volunteer activities may NOT include activities or duties that are normally performed by classified employees or that are normally considered in the job description of a classified employee in any department. Nor should a student volunteer be used for services that would violate any classified union agreements related to job eliminations. Nor should a volunteer supervise any other student, non-student, or volunteer. Additionally, a student volunteer should not be doing work that other students employees are being paid to perform.

Required forms and additional information for Volunteers-of-Record reside on the District Risk Management website at <http://business.fhda.edu/risk/c-forms.html>