

GUIDELINES FOR STUDENT EMPLOYMENT

April 2019



Student Worker General Description:

A part-time employee who is enrolled as a student at Santa Rosa Junior College. The student's employment is interim or temporary in nature and is incidental to the pursuit of the student's education. There is no guarantee of employment, implied or otherwise.

Background:

A student desiring to meet educational expenses through part-time employment should be encouraged and assisted in locating employment opportunities. In addition to being a financial resource, student employment at the district can serve as an educational tool to increase a student's job skills and enhance future career opportunities. Student employment is meant to complement the student's academic experience

Guidelines & Regulations

- Student employees may not work under a classification/title included in the classified unit nor may they be assigned the duties or responsibilities of a classified or STNC employee.
- Student employees must be under the direct supervision of a supervisor at all times.
- A student may not work as a student employee and a classified employee at the same time.
- All student employment positions must be posted on the SRJC job board
- Student employment must be limited to a maximum of 25 hours per week.
- Student must be enrolled in a minimum of 6 units (fall/spring semesters) and 3 units (for summer semester)
 - International students must be enrolled in a minimum of 12 units (fall/spring semesters) and 6 units (for summer semester).
These students are limited to 20 hours per week when school is in session (25 hours per week when school is not in session).

**Student Employees Should Not Perform
Certificated or Classified Level Work, Including But Not Limited To:**

- Complete or Deliver Performance Evaluations of Faculty/Classified Staff
- Access Grades (unless FERPA training has occurred)
- Enter grades into gradebooks / Canvas
- Teach
- Be left alone working in a classroom and/or without immediate access to a supervisor/proxy
- Have access to passwords of district employees
- Work from off-campus locations without prior approval and direct supervision
- Perform personal services or tasks for District Employees
- Perform district work that is not paid through district payroll (aka working under the table)
- Be supervised by family member (Board Policy 4.3.4)

Differentiating Characteristics for Student Employee vs. Classified Job Descriptions

Student Employees	Classified
<ul style="list-style-type: none"> • <i>Customer Service</i> – front desk greeting, answers phones and emails, knows who to go to for solutions 	<ul style="list-style-type: none"> • <i>Customer Service</i> – troubleshoots, resolves problems, recommends solutions
<ul style="list-style-type: none"> • <i>Keyboard</i> documents for the assigned area 	<ul style="list-style-type: none"> • <i>Composes</i> documents for the assigned area
<ul style="list-style-type: none"> • <i>Assist</i> with preparation of various documents 	<ul style="list-style-type: none"> • <i>Prepares and tracks</i> various documents
<ul style="list-style-type: none"> • <i>Assist</i> with activities for meetings 	<ul style="list-style-type: none"> • <i>Coordinates</i> activities for meetings
<ul style="list-style-type: none"> • <i>Data-entry</i> into spreadsheets and databases 	<ul style="list-style-type: none"> • <i>Develops and maintains</i> complex spreadsheets and databases and statistical data
<ul style="list-style-type: none"> • <i>Assist</i> with filing budget and purchasing documents; may lookup account information 	<ul style="list-style-type: none"> • <i>Monitors</i> budgets; prepares purchase requisitions, budget transfers, and supply orders.
<ul style="list-style-type: none"> • <i>Show</i> customers where to find information on the website 	<ul style="list-style-type: none"> • <i>Updates and maintains</i> website
<ul style="list-style-type: none"> • Do not lead or supervise anyone else 	<ul style="list-style-type: none"> • May serve as lead worker