

	LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE	HR R-320
		STUDENT EMPLOYEES
ISSUE DATE: June 27, 2019		Service: Student Employees
REPLACES: HR Guide dated January 24, 2019		CHANGES: Reduction in the number of classifications, change in policies; repair of broken links.

I. POLICY

It is the policy of the District to assist students educationally and financially, in the pursuit of their education, by offering valuable work assignments in a variety of areas to help them defray the cost of their education and to provide general work experience in preparation for future employment.

II. DEFINITIONS

- **Academic Probation** occurs when the student has attempted a minimum of 12 semester units of work and has a grade point average of less than a "C"(2.0).
- **Minor** means any person under the age of 18 years who is required to attend school under Chapter 2 (commencing with Section 48200) and Chapter 3 (commencing with Section 48400) of Part 27 of the Education Code and any person under the age of six years. A person under the age of 18 years who is not required to attend school under Chapter 2(commencing with Section 48200) and Chapter 3 (commencing with Section 48400) of Part 27 of the Education Code solely because that person is a nonresident of California shall still be considered a minor.
- **Non-Immigrant Student** is a person admitted temporarily into the United States to pursue full-time academic or vocational studies by the United States Citizenship and Immigration Services on either an M-1 or F-1 Visa.
- **Progress Probation** occurs when the student has enrolled in the Los Angeles Community College District in a total of at least 12 semester units and the percentage of all units in which a student has enrolled for which entries of "W" (Withdrawal), "I" (Incomplete), and "NC" (No Credit) are recorded reaches or exceeds fifty percent.
- **Student Employees** are full-time LACCD students employed part-time or part-time students employed part-time in college work study programs or in work experience education programs (Education Code § 88076(b) (3) and (4).
- **Workday or Day** means the period between the time on any particular day when an employee commences work activity and the time when the employee ceases work activity. The workday may be longer than scheduled work hours.
- **Workweek or Week** means any seven consecutive days, starting with the same calendar day each week. "Workweek" is a fixed and regularly recurring period of 168 hours, seven consecutive 24-hour periods. For purposes of computing maximum hours per week, the workweek begins on Monday.

III. REQUIREMENTS

- A. Student employees are unclassified, at-will employees; therefore, either the student employee or LACCD is free to end employment at any time.
- B. LACCD Student Employee Classifications with hourly rates effective July 1, 2019 are shown below in Table R-320A. It provides a quick reference for identifying LACCD studentemployee job classifications.

TABLE R-320A STUDENT EMPLOYEE CLASSIFICATIONS AND PAY RATES (Effective July 1, 2019)		
JOB TITLE	HOURLY RATES	
	<u>\$14.49</u>	<u>\$14.71</u>
Police Cadet		X
Student Tutor I	X	
Student Tutor II		X
Student Worker	X	
¹ See Table R-320C, Student Employee Series Job Descriptions and Codes, for details.		

C. Recruitment and Selection

Hiring locations are responsible for recruiting student employees according to applicable LACCD policy and procedures and program funding requirements.

D. Enrollment Requirements

1. Enrollment requirements apply to the regular academic term at the student’s primary institution of enrollment.
2. For intercession employment of continuing student employees, full-time status during the preceding semester qualifies.
3. Hiring locations are responsible for verifying and monitoring that student employees meet the enrollment requirements throughout the assignment period as specified in Board Rule 101910, including concurrent enrollment and good standing, for each assignment and assignment extension submitted for processing.
 - a. To verify LACCD enrollment location will validate student enrollment status in the District’s computer system.
 - b. At least once during the term, and after the census date, the hiring location will verify eligibility with a sample of student workers to determine if they meet enrollment requirements of employment.
 - c. The campus Personnel Office will notify the department if it is found that any student is ineligible.

4. Board Rule 101915 requires that all student employees must be in good academic standing and must continue to make satisfactory progress towards obtaining a degree or certificate. Consequently, assignments for students on academic probation, progress probation, or those who fail to maintain the enrollment eligibility requirements to be a student employee will be terminated.

E. Work Hours, Holidays, Illness Pay and Overtime

1. **Work Hours:** Student employees may work a maximum of twenty-five (25) hours per week (.625 FTE) and may not exceed a maximum of one thousand (1000) hours per fiscal year.
 - a. A student can work a cumulative maximum of 5 years for all Student Employee positions.
 - b. Definition of a year of service:
 - 1) If a student employee works more than 250 hours in a fiscal year, that year will count as a year of service.
 - 2) If a student employee works less than 250 hours in a fiscal year, that year will not count as a year of service; however, if a student employee works less than 250 hours per semester for 3 consecutive semesters the employee will be credited a year of service.
2. **Overtime:** Student employees cannot work overtime.
3. **Holidays:** Student employee positions are not eligible for holiday pay. When a holiday occurs on a day a student employee would normally work, the student employee schedules may be adjusted so that the student works an alternate schedule. When such an adjustment occurs, the total number of hours worked in any given day may not be over 8 and the total number of hours worked in a given week may not be over 25.
4. **Illness Pay:** According to the Healthy Workplace Healthy Family Act of 2014, a student employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment, is entitled to paid sick leave. Student employees, will earn one hour of paid leave for every 30 hours worked. Accrual begins on the first day of employment or July 1, 2015, whichever is later. Furthermore:
 - a. A student employee may use accrued paid sick days beginning on the 90th day of employment; the days need not be consecutive.
 - b. A student employee may accrue up to 48 hours or 6 days of paid sick in a fiscal year (whichever is greater) but can only use 24 hours or 3 days of accrued paid sick leave in a fiscal year (whichever is greater).
 - c. Time will cease to accrue when the maximum quota of paid sick leave hours or days during the fiscal year have been reached.
 - d. Paid illness days will not be granted or used before the accrued time is earned and available.
 - e. The minimum amount of illness leave that may be taken is 2 hours. After the minimum amount is met time may be added in 15 minute increments.

- f. Illness pay can be used for the following:
- 1) diagnosis, care, or treatment of an existing health condition for the student employee or a family member which includes a parent, child, spouse, registered domestic partner, parent-in-law, sibling, grandchild or grandparent of the employee
 - 2) preventive care for the student employee or a family member which includes a parent, child, spouse, registered domestic partner, parent-in-law, sibling, grandchild or grandparent of the employee
 - 3) obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim (student employee) or his or her child
 - 4) seek medical attention for injuries caused by domestic violence, sexual assault, or stalking
 - 5) obtain services from a domestic violence shelter, program, or rape crisis center
 - 6) obtain psychological counseling related to domestic violence, sexual assault, or stalking
 - 7) participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking including temporary or permanent relocation
- g. Form TA-1U Unclassified Employees Absence Certification to be filled out as well as notification to supervisor.
5. **Lunch Breaks and Rest Periods:** California Labor Commission Rules and LACCD policy determine lunch and rest periods for employees. The number of hours a student works on a given day determine lunch break and rest period time as follows:
- a. **A lunch break** is to be taken within five (5) hours of the start of the work day whenever a student employee is assigned to work more than six (6) hours in a given day.
 - 1) The minimum amount of time for the lunch break is 30 minutes. Lunch break time is unpaid and must be accounted for on the timesheet.
 - 2) Lunch periods for employees working over six (6) hours a day must be observed and may not be “skipped” to shorten the workday.
 - b. **Rest Periods:** A 10-minute paid rest period must be provided for every four hours worked or major fraction thereof. California Labor Commission provisions state that if an employer fails to provide an employee a rest period, the employer shall pay the employee one hour of pay at the employee’s regular rate of pay for each workday that the rest period is not provided.

F. Parking

1. Students are not to be given Staff Parking Passes.
2. Students will purchase Student Parking Passes if parking is needed.

G. Supervision

1. Student employees shall work under the immediate supervision of an Academic or Classified employee who is on duty during the time the student employee is assigned.
2. Student employees do not exercise supervision over other employees.

H. Employment Limitations: Student employees may be employed for a cumulative maximum of five (5) years regardless of the student employee classification(s) occupied.

I. *Employment of Disabled Students:* Part-time handicapped students who are prevented from being full-time students for medical reasons stemming from their handicap may be employed even if they are not participating in a work study or work experience program, i.e., Program 100 or other general purpose funds.

J. *Employment of Students with Criminal Records* is allowed within the parameters specified in [HR Guide P-112 Criminal Background Information](#).

K. *Employment of Non-Immigrant Students.* Unless authorized by the United States Citizenship and Immigration Service (USCIS) Service, nonimmigrant students may not work in the United States.

1. It is possible for a nonimmigrant student to be granted permission to accept part-time employment if the student can show that such employment is necessary to maintain him/herself as a student and that the necessity is due to unforeseen circumstances arising after his/her acquisition of student status.
2. Application for part-time employment is made to the USCIS Office having jurisdiction over the area of the school the student is attending.
3. If employment is allowed, the assignment may not exceed 25 hours a week while school is in session.
4. It is also possible for the USCIS, upon the student's application, to permit his/her employment for practical training in his/her field of study, where it is recommended by the school the student is attending and is unavailable in the country of residence.

L. Employment of Minors

1. Work permits may be issued to students who are under age 18, who have not graduated from high school, and who have been admitted to or enrolled in one of the colleges of the District.
2. A work permit is not required for high school graduates.

3. *Procedure for Issuance of Work Permits*

- a. The college personnel office completes California State Department of Education Form No. B1-1, "Statement of Intent to Employ Minor and Request for Work Permit" and issues the California State Department of Education Form "B1-4, "Permit to Employ and Work".
- b. The authorized work permit should be stapled to LACCD Form HR-23, Unclassified Service Terms of Employment, and forwarded to Human Resources, District Office with the new hire form packet. An additional work permit is required for any assignment extension as long as the student employee is a minor.

M. Multiple Assignments

1. Student employees may accept more than one student employee assignment within the District providing the additional assignments do not result in their exceeding the total allowable hours worked specified in Board Rule 101910 of 25 hours a week and 1000 hours in a fiscal year. See Table R-320C, Student Employee Work Hour Limitations, below, for details.
2. Academic and Classified Employees on a leave of absence status may accept a student employee assignment while on a leave of absence providing the terms and conditions of the leave of absence does not prohibit working while on the leave. Such assignments are to be processed as specified in [HR Guide P-130 Additional Assignment](#).

N. Assignment Processing

1. Student employees must submit verification of enrollment and complete the new hire or, if applicable, rehire processing procedures before starting work. See HR Guide [P-110, New Hire](#) or [P-120, Rehire](#), for details.
2. Student employee assignments submitted for processing must identify the assignment's beginning and ending date. Assignment ending dates may not be later than the close of the semester in which enrollment is verified.
3. All student employees are subject to fingerprint requirements prior to the start of their assignments. See [HR Guide P-111, Fingerprints](#), for details.
4. All student employee assignments are to be processed for the current term only. Student employee assignments may be extended into the subsequent term, upon confirmation of student employee eligibility.

TABLE R-320C
STUDENT EMPLOYEE SERIES JOB DESCRIPTIONS AND CODES
(Listed in Alphabetical Order)

JOB DESCRIPTION	JOB CODE	PAY SCALE			
		RATE	TYPE	AREA	GROUP
<p>• Police Cadet</p>	8283	\$14.71	10	10	U009
<p>Typical Duties: Performs a variety of duties in support of the Deputy or Security Officer in charge. Additionally, receives direction from classified staff as appropriate. Duties may include non-emergency, non-crime related activities such as: relaying of incidents to Campus Sheriff office; walking campus/buildings; being posted at fixed location; writing parking citations; locking and unlocking rooms; keeping a visual on crowds; answering phones; using internal radio for campus communications; or other duties that are non-emergency non-crime related.</p> <p>Non-Duties: May not take the place of either the Deputy or Security Officer in charge; may not supervise. May not engage in the following emergency related duties: crime related duties; controlling traffic; using the Sheriff Dispatch Radio; taking campus incident reports; engaging with suspects; giving advice; or engaging in any non-work related activities.</p> <p>Qualifications: Student may not be on academic or progress probation. Current students must maintain a minimum cumulative and last semester GPA of 2.0 in all coursework completed.</p> <p>Enrollment: Must be enrolled as a full-time student (12 units), except for Federal Work Study, CalWORKs, Cooperative Education, and Work Experience Education students, within the Los Angeles Community College District. Must maintain eligibility enrollment throughout the semester.</p> <p>Employment Duration Limit: A cumulative maximum of 5 years for all Student Employee positions.</p> <p>Maximum Hours per week: Not to exceed 25 hours per week and not to exceed cumulative 1000 hours per fiscal year.</p>					
<p>• Student Tutor I</p>	8272	\$14.49	10	10	U009
<p>Typical Duties: Tutoring students one to one. Participates in ongoing training, such as CRLA (College Reading and Learning Association) training.</p> <p>Non-Duties: Shall not take the place of either the academic or classified staff in the classroom; shall not supervise. Shall not engage in the following: preparing and facilitating planned group tutoring sessions; proctoring exams; teaching the class; or any non-work related activities.</p> <p>Qualifications: Must have successfully completed courses that are sufficient to demonstrate qualification to serve as a tutor. Must maintain a minimum cumulative and last semester GPA of 2.0 in all coursework completed.</p> <p>Enrollment: Must be enrolled as a full-time student (12 units), except for Federal Work Study, CalWORKs, Cooperative Education, and Work Experience Education students. Priority will be given to LACCD students. Must maintain eligibility enrollment throughout the semester.</p> <p>Employment Duration Limit: A cumulative maximum of 5 years for all Student Employee positions.</p> <p>Maximum Hours per week: Not to exceed 25 hours per week and not to exceed cumulative 1000 hours per fiscal year.</p>					

TABLE R-320C STUDENT EMPLOYEE SERIES JOB DESCRIPTIONS AND CODES (Listed in Alphabetical Order)					
JOB DESCRIPTION	JOB CODE	PAY SCALE			
		RATE	TYPE	AREA	GROUP
<p>• Student Tutor II</p> <p>Typical Duties: Tutoring students one-to-one or prepares and facilitates planned group tutoring sessions. May tutor target specific populations such as DSPS, EOPS, and Veteran's students, etc. Participates in ongoing training such as CRLA (College Reading and Learning Association) training.</p> <p>Non-Duties: Shall not take the place of either the academic or classified staff in the classroom; shall not supervise. Shall not engage in the following: proctoring exams; teaching the class; engaging in any non-work related activities; independently develop workshops.</p> <p>Qualifications: Must have had one semester as a Tutor I within the district. Has been trained for and is able to conduct prepare and facilitate planned group tutoring sessions. Must have successfully completed courses that are sufficient to demonstrate qualification to serve as a tutor. Must maintain a minimum cumulative and last semester GPA of 2.0 in all coursework completed.</p> <p>Enrollment: Must be enrolled as a full-time student (12 units), except for Federal Work Study, CalWORKs, Cooperative Education, and Work Experience Education students. Priority will be given to LACCD students. Must maintain eligibility enrollment throughout the semester.</p> <p>Employment Duration Limit: A cumulative maximum of 5 years for all Student Employee positions.</p> <p>Maximum Hours per week: Not to exceed 25 hours per week and not to exceed cumulative 1000 hours per fiscal year.</p>	8273	\$14.71	10	10	U009
<p>• Student Worker</p> <p>Typical Duties: Performs a variety of unskilled duties supporting the academic or classified staff in charge. Duties may include: answering phones; filing; making copies; stuffing envelopes; answering routine questions; setting appointments; picking up campus mail or faxes; putting signage on classrooms, or other basic unskilled duties including basic computer usage.</p> <p>Non-Duties: May not take the place of either the academic or classified staff in charge; may not supervise. May not engage in the following: preparing letters, memos, spreadsheets, or other non-basic correspondence; or engaging in any non-work related activities. May not access District systems, such as SAP, DEC, & SIS.</p> <p>Qualifications: Student may not be on academic or progress probation. Current students must maintain a minimum cumulative and last semester GPA of 2.0 in all coursework completed.</p> <p>Enrollment: Must be enrolled as a full-time student (12 units), except for Federal Work Study, CalWORKs, Cooperative Education, and Work Experience Education students, within the Los Angeles Community College District. Must maintain eligibility enrollment throughout the semester.</p> <p>Employment Duration Limit: A cumulative maximum of 5 years for all Student Employee positions.</p> <p>Maximum Hours per week: Not to exceed 25 hours per week and not to exceed cumulative 1000 hours per fiscal year.</p>	8684	\$14.49	10	10	U009

IV. ADDITIONAL SOURCES

[INTERNAL REVENUE BULLETIN: 2005-2](#)

[Revenue Procedure 2005-11](#)

[CALIFORNIA LABOR CODE](#)

[510 Workday; Workweek](#)

[512 Meal Period](#)

[Healthy Workplace Healthy Family Act of 2014](#)

CALIFORNIA EDUCATIONAL CODE

[88076 Establishment of Classified Service; Definitions; Positions Excluded](#)

LACCD BOARD RULES

Chapter VIII, Admissions, Guidance, and Records

Article II Academic Probation and Disqualification

[8200 Standards For Probation](#)

LACCD HUMAN RESOURCE GUIDE

[HR R-300 Unclassified Employees](#)

[HR P-100 Assign Employee](#)

[HR P-110 New Hire](#)

[HR P-111 Fingerprints](#)

[HR P-112 Criminal Background Information](#)

[HR P-120 Rehire](#)

[HR P-130 Additional Assignment](#)

PERSONNEL COMMISSION RULES

[516 Classification Plan](#)

[522 Class Titles and Descriptions](#)

[544 Classification Policy](#)

CALIFORNIA DEPARTMENT OF EDUCATION

[Frequently Asked Questions: Work Permits](#)

Form: [Statement of Intent to Employ Minor and Request for Work Permit \(B1-1\)](#)

Form: [Permit to Employ and Work – Work Experience \(B1-4\)](#)