

	LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE	HR R-320
		STUDENT EMPLOYEES
ISSUE DATE: November 10, 2009	SERVICE: <input type="checkbox"/> ACADEMIC <input type="checkbox"/> CLASSIFIED <input checked="" type="checkbox"/> UNCLASSIFIED	
REPLACES: HR Guide R-320 Dated May 08, 2007	CHANGES: Update hourly pay rates, enrollment qualifications and employment limits; Delete Full Time titles; Change Part Time titles to Special; update assignment term limits; define academic and progress probation.	

I. POLICY

It is the policy of the District to assist students educationally and financially by offering valuable work experiences in a variety of areas, some of which offer learning work experiences related to the student's academic goals.

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.
- **Nonimmigrant 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 students employed part-time or a part-time student employed part-time in a college work study program or in a work experience education program (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. [Fair Labor Standards Act \(FLSA\) Fact Sheet #22](#)
- **Workweek or Week** mean 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, in accordance with Education Code § 88076 at-will employees limited to full-time (FT) students working part-time and to part-time students (PT) employed under a work experience program financed by State or Federal funds.
- B. Student employee positions within the LACCD are grouped according to work-related hierarchies reflecting differences in hourly pay rate, minimum qualifications, and enrollment requirements. Table R-320A, Student Employee Position Pay Levels and Minimum Requirements Summary, below, provides a quick reference for identifying LACCD student employee job classifications. Table R-320C, Student Employee Series Job Descriptions and Codes at the end of this HR Guide, identifies the typical duties, lists specific entrance and enrollment qualifications and provides processing coding for each student employee job classification.

TABLE R-320A STUDENT EMPLOYEE POSITION PAY LEVELS AND MINIMUM REQUIREMENTS SUMMARY ¹								
JOB TITLE	HOURLY RATE							
	\$8.00	\$9.20	\$10.00	\$11.04	\$13.25	\$14.97	\$15.46	\$18.68
Pay Levels								
CalWORKS Student Assistant I	X							
CalWORKS Student Assistant II		X						
CalWORKS Student Assistant III				X				
Career Guidance Counselor Assistant							X	
Police Cadet I	X							
Police Cadet II			X					
Program Assistant (Full-Time and Part-Time) ²				X				
Student Aide (Full-Time and Part-Time) ²	X							
Student Law Clerk I						X		
Student Law Clerk II								X
Student Tutor I		X						
Student Tutor II				X				
Student Tutor III ³					X			
Student Tutor IV							X	
Student Worker (Full-Time and Part-Time) ²		X						

¹ See Table R-320C, Student Employee Series Job Descriptions and Codes, for details.
² Program funding source determines whether 6 or 12 minimum enrollment in the LACCD is required. See Table R-320C, Student Employee Job Descriptions and Codes, for details.

C. Recruitment and Selection

- a. Hiring locations are responsible for recruiting student employees according to applicable LACCD policy and procedures and program funding requirements.
- b. Unless a hiring location specifies otherwise, the selection of student employees is handled at the department level after the budget has been identified for processing the assignment.

D. Enrollment Requirements

1. Enrollment requirements apply to the regular academic term at the student's primary institution of enrollment.
2. Enrollment outside the District must be at an accredited college or university.
3. For summer employment, full-time status during the preceding semester qualifies.
4. Full-time graduate student status is determined by the college/university where the student is enrolled. Verification of full-time enrollment status must be provided by the student and verified by the college/university on form HR R-320, Student Enrollment Verification.
5. Hiring locations are responsible for verifying and monitoring that student employees meet the enrollment requirements specified in [Board Rule 101900](#), including concurrent enrollment and good standing, for each assignment and assignment extension submitted for processing.
 - a. To verify LACCD enrollment, validating student enrollment status in the District's computer system or use of a registration fee receipt may be used.
 - b. Enrollment verification documents are not transmitted to the District Office but should be retained at the college for audit purposes for three (3) years.
6. [Board Rule 101901](#) 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, on progress probation, or who fail to maintain enrollment requirements may be terminated.

D. Work Hours, Holidays, and Overtime

1. **Work Hours:** In general, student employees may work a maximum of twenty-five (25) hours per week in all student position assignments during regular academic terms and up to 34.75 hours per week during the rest of the year. The exception to this limitation occurs with students employed in designated special funds or through a financial aid program that requires more than twenty-five (25) hours per week. In that instance, Board Rule 101901 permits the student to be employed as required by the applicable program. Table R-320B, Student Employee Work Hour Limitations, below, identifies the maximum number of hours a student employee can work during the course of an academic year.

TABLE R-320B STUDENT EMPLOYEE WORK HOUR LIMITATIONS ¹				
ACADEMIC CALENDAR PERIOD	WEEKLY		MONTHLY	
	HOURS	FTE	HOURS	FTE
Fall Semester	25.00	.625	108.25	.625
Spring Semester	25.00	.625	108.25	.625
Intersession	34.75	.87	150.50	.87
Summer Session	34.75	.87	150.50	.87
Winter Recess	34.75	.87	150.50	.87
Spring Recess	34.75	.87	150.50	.87

¹ Students employed by designated special funding or a financial aid program requiring more than twenty-five hours per week may be employed as required by the applicable program.

2. **Overtime:** Applicable law requires payment at overtime rates for student workers who are permitted or given direction to work more than eight (8) hours in any day or forty (40) hours in any week. However, use of student workers on an overtime basis is strongly discouraged.
 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 40. All such schedule adjustments must be completed during the pay period in which the adjustment occurred.
 4. **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 six (6) or more hours in a given day.
 - 1) The minimum amount of time for the lunch break is 30 minutes. Lunch break time is unpaid.
 - 2) With the mutual consent of supervisor and employee, employees assigned six hours may waive the unpaid lunch break period.
 - 3) Lunch periods for employees working over six (6) hours a day 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.
- E. Supervision**
1. Student employees work under the immediate supervision of an Academic or Classified employee who is on duty during the time the student employee is assigned. Such supervision need not be in the same physical vicinity as the student's work assignment but must be such that general supervision can be exercised.
 2. Unless the Student Employee Job Description states otherwise, student employees do not exercise supervision over other employees. When student employees positions do exercise supervision, such supervision is of a generalized nature over lower-level student employee positions within a designated student employee job series performing specific tasks, i.e., Student Tutor IV may exercise supervision over Student Tutor I.
- F. Pay Rates:** Rates of pay among student employee positions reflect a gradually increasing level of pay related to job duties within each student job position series and reflect principles specified in [Board Rule 101902](#). Consequently, appointments to a student worker position are to be based on the range of complexities and duties expected, knowledge and skill requirements, and educational level attained.

- G. **Employment Limitations:** Student employees assigned to Student Aide, Student Worker, and Program Assistant job classifications are subject to a five-year employment limitation specified in [LACCD Board Rule 101901 Limitations on Time and Duration](#).
- H. **Transfers:** Student employees may transfer from one department to another at a location within the District or from one location to another. When such a transfer occurs, the procedures for terminating an assignment in one department and hiring by another department are followed. See HR Guide P-200, Change Assignment, for details.
- 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 [LACCD Board Rule 101107](#) which states in relevant part:

Any student currently enrolled in District classes may be employed in the unclassified service to perform non-instructional duties without regard to prior criminal record or parole status except those who are determined to be sexual psychopaths or those whose employment would not be in the best interest as determined by the Board of Trustees.

- K. **Employment of Nonimmigrant 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 un foreseen 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 20 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 101901](#). See Table R-320C, Student Employee Work Hour Limitations, above, 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
• CalWORKS Student Assistant I		8691	8.00	10	10	U009
Typical Duties:	Performs unskilled duties in one or any combination of the following areas in an operating unit, administrative office, or academic department of a college: clerical support, instructional laboratory support, facilities operation and maintenance, student and recreational activities support, student peer counseling.					
Qualifications:	Must be employed in a job related to an area in which the student is being trained.					
Enrollment:	Must be enrolled in at least six (6) units (excluding community services classes) within the Los Angeles Community College District. Employment must meet the criteria for a CalWORKS participant and in a job related to an area in which the student is being trained. The student may not be in class and scheduled to work at the same time. <u>Student may not be on academic probation or progress probation.</u>					
• CalWORKS Student Assistant II		8692	9.20	10	10	U029
Typical Duties:	Performs similar tasks to those of a CalWORKS Student Assistant I but has the added feature of allowing the student to apply or gain knowledge related to academic or career goals.					
Qualifications:	Same as CalWORKS Student Assistant I.					
Enrollment:	Same as CalWORKS Student Assistant I. <u>Student may not be on academic probation or progress probation.</u>					
• CalWORKS Student Assistant III		8693	11.04	10	10	U004
Typical Duties:	Performs similar tasks to those of a CalWORKS Student Assistant II but has the added feature of allowing the student to apply or gain knowledge related to academic or career goals.					
Qualifications:	Same as CalWORKS Student Assistant I.					
Enrollment:	Same as CalWORKS Student Assistant I. <u>Student may not be on academic probation or progress probation.</u>					
• Career Guidance Counselor Assistant		8210	15.46	10	10	U005
Typical Duties:	Performs a variety of paraprofessional counseling duties such as answering routine questions at a walk-in counter, administering subjectively scored tests for determining aptitudes, interests, abilities and achievement, and peer counseling in a counseling office or as part of the counseling component of a specially funded program.					
Qualifications:	Must meet enrollment requirement.					
Enrollment:	Must be enrolled as a full-time upper division or graduate student in counseling or a related field at an accredited four-year college or university. <u>Student may not be on academic probation or progress probation.</u>					
Employ Limit:	Five (5) years, unless evidence is provided which demonstrates the student is diligently pursuing the attainment of an academic degree.					
• Police Cadet I		8282	8.00	10	10	U006
Typical Duties:	Performs routine tasks such as parking enforcement, crowd control, traffic control and/or office work while receiving exposure to police and safety operations which complement academic and career goals.					
Qualifications:	Must be enrolled in an Administration of Justice program, or other appropriate program, at a college within the Los Angeles Community College District in accordance with regulations issued by the Chancellor.					
Enrollment:	Full-time student working part-time <u>or</u> a part-time student employed part-time in any college work-study program, or in a work experience education program financed by state or federal funds. <u>Student may not be on academic probation or progress probation.</u>					
• Police Cadet II		8283	10.00	10	10	U028
Typical Duties:	Performs similar assignments to those of a Police Cadet I but has the added feature of allowing the student to apply knowledge gained in the course of study to a greater degree.					
Qualifications:	Must be enrolled in an Administration of Justice program, or other appropriate program, at a college within the Los Angeles Community College District in accordance with regulations issued by the Chancellor.					
Enrollment:	Same as Police Cadet I. <u>Student may not be on academic probation or progress probation.</u>					
• Program Assistant		8221	11.04	10	10	U004
Typical Duties:	Performs similar tasks to those of a Student Worker but has the added feature of allowing the student to apply or gain knowledge related to academic or career goals.					
Qualifications:	Must be enrolled in a program of study reasonably related to the proposed assignment <u>and</u> must have completed a minimum of 24 units of study.					
Enrollment:	Full-time student (12 unit load) working part-time and enrolled in at least six (6) units (excluding community services classes) within the Los Angeles Community College District. <u>Student may not be on academic probation or progress probation.</u>					
Employ Limit:	See LACCD Board Rule 101901 .					

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TABLE R-320C STUDENT EMPLOYEE JOB DESCRIPTIONS AND CODES (Listed in Alphabetical Order)					
JOB DESCRIPTION	JOB CODE	PAY SCALE			
		RATE	TYPE	AREA	GROUP
<p>• Program Assistant (Special)</p> <p>Typical Duties: Same as for Program Assistant. Qualifications: Same as for Program Assistant. Enrollment: Part-time student employed in a college work-study program and enrolled in six (6) units (excluding community services classes) within the Los Angeles Community College District or a part-time student employed in a work experience education program financed by state or federal funds, <u>or</u> as otherwise provided by grants or other special funds, and enrolled in six (6) units (excluding community services classes) within the Los Angeles Community College District. <u>Student may not be on academic probation or progress probation.</u> Employ Limit: See LACCD Board Rule 101901.</p>	8223	11.04	10	10	U004
<p>• Student Aide</p> <p>Typical Duties: Performs unskilled duties in one or any combination of the following areas in an operating unit, administrative office, or academic department of a college: clerical support, instructional laboratory support, facilities operation and maintenance, student and recreational activities support, student peer counseling. Qualifications: Must meet enrollment requirement. Enrollment: Full-time student (12 unit load) working part-time and enrolled in at least six (6) units (excluding community services classes) within the Los Angeles Community College District. <u>Student may not be on academic probation or progress probation.</u> Employ Limit: See LACCD Board Rule 101901.</p>	8685	8.00	10	10	U002
<p>• Student Aide (Special)</p> <p>Typical Duties: Same as Student Aide. Qualifications: Same as Student Aide. Enrollment: Part-time student employed in a college work-study program and enrolled in six (6) units (excluding community services classes) within the Los Angeles Community College District <u>or</u> a part-time student employed in a work experience education program financed by state or federal funds, or as otherwise provided by grants or other special funds, and enrolled in six (6) units (excluding community services classes) within the Los Angeles Community College District. <u>Student may not be on academic probation or progress probation.</u> Employ Limit: See LACCD Board Rule 101901.</p>	8687	8.00	10	10	U002
<p>• Student Law Clerk I</p> <p>Typical Duties: Receives supervised practical experience in the application of the law to the operations of a public jurisdiction. Typical assignments include information gathering, legal research, and the drafting of legal documents. Qualifications: Enrollment in an accredited school of law with completion of the equivalent of at least one (1) full-time year of law school. Enrollment: Must be enrolled in an accredited law school and must have completed the equivalent of at least one full-time year of law school <u>and</u> must be a full-time student working part-time or a part-time student employed part-time in any college work-study program, or in a work experience education program financed by state or federal funds. Enrollment in the Los Angeles Community College District <u>is not</u> required. <u>Student may not be on academic probation or progress probation.</u> Employ Limit: Two (2) years as Student Law Clerk I.</p>	8216	14.97	10	10	U006
<p>• Student Law Clerk II</p> <p>Typical Duties: Performs similar duties to those of a Student Law Clerk I but has the added feature of allowing the student to apply or gain knowledge related to academic or career goals. Qualifications: Enrollment in an accredited school of law with completion of the equivalent of at least two (2) full-time years of law school. Enrollment: Same as Student Law Clerk I. <u>Student may not be on academic probation or progress probation.</u> Employ Limit: Three (3) years as Student Law Clerk II.</p>	8215	18.68	10	10	U020
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TABLE R-320C STUDENT EMPLOYEE JOB DESCRIPTIONS AND CODES (Listed in Alphabetical Order)					
• Student Tutor I		8272	9.20	10	U009
Typical Duties:	Tutors students individually or in small groups in introductory subject matter areas.				
Qualifications:	Successful completion of at least one course in the subject matter being tutored.				
Enrollment:	Must have successfully completed courses within the subject matter that are sufficient to demonstrate qualification to serve as a tutor for the course(s) the student is being employed to tutor <u>and</u> a full-time student working part-time <u>or</u> a part-time student employed part-time in a college work-study program, or in a work experience education program financed by state or federal funds. Enrollment in the Los Angeles Community College District <u>is not</u> required. <u>Student may not be on academic probation or progress probation.</u>				
Employ Limit:	Three (3) years unless evidence is provided demonstrating the student is diligently pursuing the attainment of an academic degree.				
• Student Tutor II		8273	11.04	10	U021
Typical Duties:	Tutors students individually or in small groups principally in introductory subject matter areas.				
Qualifications:	Successful completion of at least two (2) courses in the subject matter being tutored <u>or</u> at least one course in each of a number of subject matter areas within a broad academic discipline.				
Enrollment:	Same as Student Tutor I. <u>Student may not be on academic probation or progress probation.</u>				
Employ Limit:	Three (3) years unless evidence is provided demonstrating the student is diligently pursuing the attainment of an academic degree.				
• Student Tutor III		8274	13.25	10	U023
Typical Duties:	Tutors students individually or in small groups principally in developmental skill areas and introductory subject matter areas.				
Qualifications:	Successful completion of a minimum of 30 semester units which must include the subject matter area being tutored.				
Enrollment:	Same as Student Tutor I. <u>Student may not be on academic probation or progress probation.</u>				
Employ Limit:	Three (3) years unless evidence is provided demonstrating the student is diligently pursuing the attainment of an academic degree.				
• Student Tutor IV		8275	15.46	10	U024
Typical Duties:	Tutors students individually or in tutorial groups principally in transfer coursework. Assists in developing individualized study plans as well as training and supervising Student Tutor I's.				
Qualifications:	Must be enrolled as a full-time upper division or graduate student at an accredited four-year college or university with a major in the academic subject matter area being tutored.				
Enrollment:	Same as Student Tutor I. <u>Student may not be on academic probation or progress probation.</u>				
Employ Limit:	Three (3) years unless evidence is provided demonstrating the student is diligently pursuing the attainment of an academic degree.				
• Student Worker		8684	9.20	10	U029
Typical Duties:	Performs unskilled duties in any one or any combination of the following areas in an operational unit, administrative office, or academic department of a college: clerical support, instructional laboratory support, facilities operation and maintenance, student and recreational activities support, student peer tutoring.				
Qualifications:	Must meet enrollment requirement.				
Enrollment:	Full-time student (12 unit load) working part-time and enrolled in at least six (6) units (excluding community services classes) within the Los Angeles Community College District. <u>Student may not be on academic probation or progress probation.</u>				
Employ Limit:	See LACCD Board Rule 101901 .				
• Student Worker (Special)		8686	9.20	10	U029
Typical Duties:	Same as for Student Worker (Full-Time)				
Qualifications:	Part-time student employed in a college work-study program and enrolled in six (6) units (excluding community services classes) within the Los Angeles Community College District or a part-time student employed in a work experience education program financed by state or federal funds, <u>or</u> as otherwise provided by grants or other special funds, and enrolled in six (6) units (excluding community services classes) within the Los Angeles Community College District. <u>Student may not be on academic probation or progress probation.</u>				
Enrollment:	Same as for Student Worker (Full-Time)				
Employ Limit:	See LACCD Board Rule 101901 .				

IV. ADDITIONAL SOURCES

CALIFORNIA LABOR CODE

510 Workday; Workweek
512 Meal Period

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
Chapter X, Human Resources
Article XI Unclassified Assignments
101107 Employment of Students with Criminal Records
Article XIX Student Worker Classifications

LACCD HUMAN RESOURCE GUIDE

HR R-300 Unclassified Employees
HR R-100 Assign Employee
HR P-110 New Hire
HR P-111 Fingerprints
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)