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**HUMAN RESOURCES**

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**AP 7270 STUDENT WORKERS**

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**References:**

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Education Code Sections 69960(f) and 88003

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Only enrolled Palomar College students can be employed as student workers. A student worker's primary role at the District is as a student. Student workers may only be employed as student assistants hired by specific departments or placed in particular departments/offices through the work-study program while enrolled in classes.

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Full and part-time Palomar College students shall only be employed part-time regardless of funding source and shall not be a part of the classified service nor perform tasks commensurate with an established classified position. Student workers are hired to gain work experience and develop new skills. Tuberculosis tests are required for all student workers. Certain additional clearances (e.g., fingerprinting, etc.) may be required based on the work location and assigned responsibilities. Student assistants can only work in one capacity (i.e., cannot work as a student assistant and a short-term or professional expert or substitute).

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Specific procedures governing hiring processes, applications, and eligibility requirements for student workers can be found in the Palomar College Short-Term and Student Employee Information Booklet available on the Human Resource Services website.

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Office of Primary Responsibility: Human Resource Services