

Guidelines for Student Employees

| | |
|---|---|
| Student Employees: | <p>Must carry a minimum of 6 units during the Fall and Spring semesters, and a minimum of 3 units during the Summer semester. International student employees must carry a minimum of 6 units during the Fall and Spring semesters, and a minimum of 3 units during the Summer semester.</p> <p>Student employees, including international students, are limited to working no more than 20 hours per week.</p> |
| CalWorks and Federal Work Study (FWS) Student Employees: | <p>Must carry a minimum of 6 units during the Fall and Spring semesters, and a minimum of 1 unit during the Summer semester. International CalWorks/FWS student employees must carry a minimum of 6 units during the Fall and Spring semesters, and a minimum of 3 units during the Summer semester.</p> <p>CalWorks/FWS student employees are limited to working no more than 26 hours per week and international CalWorks/FWS student employees are limited to working no more than 20 hours per week. Work study will not pay for more than 20 hours per week.</p> |

- A Student employee can work no more than 8 hours per day. If a student works more than 8 hours in a day, he/she must be paid overtime.

Effective July 1, 2013

- Human Resource Services will monitor student enrollment on a monthly basis. Student employees must be enrolled in the minimum amount of required units during the semester.
- If a Student employee is not enrolled in enough units or if a student drops/withdraws his/her units during the semester, the supervisor will be given a 30-day notice of the student's termination and will be given the option to convert the Student to a Short-term employee at that time. This is a one-time conversion option and the employee will no longer be eligible to be hired as a Student employee.
- The only time a student can be hired as a Short-term employee is outside of the academic year (during summer), if he/she worked the previous semester as a Student employee and is not eligible for Student status.
- There are no exceptions to these regulations.

Guidelines for Short-term Employees

| | |
|------------------------------|--|
| Short-term Employees: | <p>A short-term employee is hired to perform a service that is not needed on a continuing basis and is limited to 160 days per fiscal year. The department budget may further limit these days, but in no case will a short-term employee work more than 160 days in a fiscal year.</p> <p>A short-term employee can work no more than 8 hours per day, 30 hours per week. If a short-term employee works 1 hour per day, it counts as one day towards the 160-day limit per fiscal year.</p> |
|------------------------------|--|

Effective August 1, 2020

- Short-term employees are hired to perform a specific service for the District for a limited period of time, and are exempt from the classified service. Their employment will not be continued beyond the completion of their assignment, which is not to exceed two calendar years.
- Retirees are not subject to the two calendar-year limit, but are subject to the 960-hour limit per fiscal year as required by CalPERS. There is a 6-month waiting period for reemployment for CalPERS and CalSTRS retirees.
- Professional Experts and Seasonal/Periodic employees are not subject to the two calendar-year limit, but are subject to the 160-day and 30 hours per week limits. Departments are responsible for monitoring their budgets when assigning work hours.
- Short-term employees should not be allowed to work overtime, however are not exempt from the overtime provisions of the Fair Labor Standards Act, and shall be paid overtime for hours worked over 8 hours per day.
- All Short-term assignments count toward the 160 total days allowed per fiscal year, regardless of the number of hours worked in a day.
- Short-term employees shall not begin work before the Short-term action form is completed, approved, and all other required employment documentation is submitted to Human Resource Services.
- Short-term employees shall not be authorized to begin work prior to Governing Board approval of their assignment, identification of the service to be performed, and certification of the ending date of the service at a regularly scheduled Governing Board meeting. If a Short-term employee's services are needed prior to the Governing Board meeting at which his/her employment is approved, the appropriate Vice President must authorize the request before the employee can begin working. Human Resource Services will notify the Supervisors of start dates once approved.
- Short-term assignments shall not be substituted for the hiring of classified staff when services are required by the District on a continuing basis.
- Human Resource Services, with the cooperation of Payroll Services will monitor assignments with hiring supervisors to ensure that assignments do not exceed 160 work days in a fiscal year. Departments will receive notification from Human resource Services once the temporary employee is nearing their max of 160 days worked. Human Resource Services will terminate a Short-term employee without further notice once he/she reaches the 160-day limit.
- Short-term employees who work 1,000 hours in a fiscal year are eligible for CalPERS membership. Departments are responsible for ensuring that there are enough funds in their budgets to cover the benefit should a Short-term employee work 1,000 hours or more in a fiscal year.