

Student Assistant Employment Rules

Enrollment Requirements: All persons who are employed in the Student Assistant pay category must be students of the San Mateo County Community College District. While employed in this category, **students must be enrolled, at the District, in and maintain a minimum of six (6) units during the fall and spring semesters, and a minimum of three (3) units during summer session.** For students receiving Federal Work Study, the six (6) unit enrollment requirements do not apply. Federal Work Study students may be enrolled less than half time in accordance with the U. S. Department of Education Financial Aid regulations.

If an individual is not enrolled in classes at one of the campuses of the District, the individual cannot be classified as a Student Assistant – *even if* the person took classes in the District during the previous semester and is enrolled to take classes in the District in a subsequent semester. These individuals, however, can be employed as “**Bridge Student Assistants**” between Spring and Fall semesters, so long as they were enrolled in the Spring and will be enrolled in the Fall. Supervisors must verify Fall enrollment. In addition, recent graduates from the District can be employed as Bridge Student Assistants at any time throughout the year to serve as tutors for upper division courses.

Student Assistants may not be classified as Short-Term employees within the same semester.

Classification of Positions: The classification of specific positions into one of four levels is the responsibility of hiring managers. The levels are defined in the Student Assistant Salary Schedule.

Salary Step Placement and Advancement: Initially, students will be placed at Step 1 of the designated level and then advanced to Step 2 after two semesters of satisfactory service. The Vice President of Student Services may approve exceptions to a student’s step placement.

Maximum Work Hours: Student Assistants may work up to a maximum of twenty (20) hours per week district-wide while classes or finals are in session. The Vice President of Student Services may approve exceptions to the maximum work hours assigned to student assistants. Once approved, the exception must be noted on the student’s timesheet and send the form to Human Resources for final approval.

The hiring manager will check with the student if he/she is already employed as a student assistant of the district.

During breaks between instructional periods when no classes or finals are scheduled, and during declared recess periods within a semester, Student Assistants may work up to thirty-seven and one-half (37.5) hours per week.

Bridge Student Assistants may work up to thirty-seven and one-half hours per week.

Unemployment Insurance: Student Assistants are not eligible for unemployment insurance benefits through the California Employment Development Department. Bridge Student Assistant are required to contribute to social security, Medicare, and unemployment insurance through the California Employment Development Department.

Retirement Benefits: Student Assistants are not eligible for retirement benefits through the Public Employees or State Teacher’s retirement systems.

Equal Employment Opportunity: The SMCCCD implements the spirit, principles, and laws related to Equal Employment Opportunity, the Americans with Disabilities Act, and related laws and regulations governing the employment of persons without regard to race, gender, disability, marital status, age, religion, or national origin.