

**CHAPTER 4: Classified Personnel
ADMINISTRATIVE PROCEDURE NO. 4.25.2 (AP 7270)**

**ADMINISTRATIVE PROCEDURE
San Mateo County Community College District**

Subject: AP 4.25.2 Student Workers
Revision Date: 8/14
References: Education Code Sections 69960(f) and 88003; Government Code Section 18220

1. **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 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. There is only one exception to the six (6) units minimum and that pertains to Federal Work Study Students. 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 during the previous semester and is enrolled to take classes in a subsequent semester. The District will deduct social security and Medicare from the paychecks of these individuals.

2. **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.
3. **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.
4. **Maximum Work Hours:** Student assistants may work up to a maximum of twenty (20) hours per week 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.

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 a week and may earn overtime compensation for time worked in excess of the standard 7.5 hour workday or 37.5 hour workweek. All compensation for overtime hours is computed at one and one-half times the student's current hourly rate.

5. **No Unemployment Insurance or Retirement Benefits:** Student Assistants are not eligible for unemployment insurance benefits through the California Employment Development Department. Student Assistants are not eligible for retirement benefits through the Public Employees or State Teacher's retirement systems.

AP 4.25.2 Student Workers (continued)

6. Equal Employment Opportunity: The District 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.

The District shall give preference to student job applicants up to 26 years of age who are, or have been, dependent children in foster care.