



MONTEREY PENINSULA
College

ADMINISTRATIVE PROCEDURES

Chapter 7 Human Resources

7270

AP 7270 Student Workers

Monterey Peninsula College employs current MPC students and MPC alumni who attended MPC within the last two years and are currently attending another accredited college or university. A student worker's primary role is as a student.

Student Employment Eligibility

To be eligible for Student Work employment in the Monterey Peninsula Community College District, students must meet the following criteria:

- Be currently enrolled in a minimum of six (6) units when employed in fall or spring term:
 - The CalWORKs department determines the minimum number of units a CalWORKs work-study student may be employed.
 - Veterans Work Study students must be registered in a minimum of nine units during the fall and spring terms and must be eligible to receive VA education benefits.
- Be enrolled in the following when employed in summer term:
 - Federal Work Study students must be registered during the previous Spring semester **and** enrolled in three (3) units during summer session;
 - District or grant-funded students may be registered during the previous Spring semester, enrolled in three (3) units during summer session, **or** be registered for the following fall semester;
 - District or grant funded alumni must be registered in summer session **or** for the following fall semester;
- Be authorized to work in the United States;
- Comply with applicable District policies and procedures.

While student workers can be currently employed within the Monterey Peninsula Community College District as a short-term, temporary employee, adjunct faculty, or in any other employment category, they must not exceed a combined assignment of more than 29 hours per week at the college, including all other assignments.

Any student dropping below the required units per semester may be disqualified from student



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employment for the remainder of the semester.

Employment Category:

Student worker employment is categorized as temporary, hourly, and at-will. It is not considered a part of the Classified Service. Sub-categories include, but are not limited to:

- Federal Work Study - must meet all requirements of the Federal Work Study program. Work in this category is a part of a student's financial aid award and is paid from federal financial aid funds.
- CalWORKs Work Study - must meet all requirements of CalWORKs Work Study program. CalWORKs Work Study eligible students must be currently receiving CalWORKs benefits from the Department of Social Services, and must have a current Welfare to Work plan.
- Veterans Work Study - must consist of work performing VA-related activities, offers an additional non-taxable allowance, and serves as a supplemental VA education benefits and is paid from VA funds. An individual working under this program may work at a school's veterans office or other agency as approved by the VA.
- International Students - must have a valid F-1 visa and a Taxpayer Identification Number (TIN) issued by the IRS in order to begin employment within the District.
- District/Other Funded Student Workers - work is funded through District or other funds (ex. grant). Supervisors may contact the Job Center staff to recruit students and for employment paperwork.

There are unique legal regulations and considerations pertaining to the employment eligibility of international students. As such, when hiring a Monterey Peninsula College international student as a student worker, the International Student Programs office must be consulted.

Compensation:

Employment as a student worker is to be paid exclusively via the designated District Student Work Salary Schedule approved by the Board of Trustees. Exceptions must be approved by the Vice President of Human Resources based on terms or conditions outlined in a grant or other categorical source of funds that stipulate compensation for student workers in a manner different from the designated salary for student workers.

Student workers must submit a timesheet or any other documentation required by the Job Center and in accordance with deadlines in order to be paid on time.



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Veterans Work Study compensation is determined by the US Department of Veterans Affairs (VA) and is handled directly by the VA. Time cards are submitted to the site supervisor who submits these to the Department of Veterans Affairs to be processed for payment.

Displacement

Employment of students shall not result in the displacement of classified or academic personnel nor impair existing contracts for services. The term “displacement” includes layoff, demotion, involuntary transfer to a new classification, and time base reductions.

Work Hours

The following details permissible work hours for student workers.

- The work hours for student workers are not to exceed 20 hours per week while classes are in session or 40 hours per week/eight hours per day when District classes are not in session. There are no exceptions to the 40-hour limit. Classes are considered to be in session during final examination week.
- Student workers may be employed by more than one department concurrently; however, they may not exceed the maximum number of hours allowed per week.
- Student workers are not eligible for fringe benefits, including vacation pay, holiday pay, and paid lunchtime, or unemployment insurance benefits. However, student workers are covered by Worker’s Compensation for injuries or death incurred while performing services for the District and are eligible for up to 24 hours of sick leave each academic year.

Expectations of Student Workers

Student workers will be required to:

- Learn and satisfactorily perform specific work duties.
- Cooperate in scheduling work periods that do not conflict with classes and adhere to such schedules.
- Notify the supervisor within a timely manner if unable to report to work.
- Maintain strict confidentiality regarding workplace issues and information including, but not limited to:
 - discussion of workplace issues with anyone outside the workplace:
 - releasing or sharing information about other students; and



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- removing files or other materials from the workplace.
- Provide adequate notice to the supervisor when ending employment.
- Observe appropriate workplace behaviors and protocol and follow office policies and procedures as outlined by the Job Center and by individual programs/departments.

Workplace Restrictions

No relative (spouse, parent, sibling, aunt, uncle, grandparent, or other person related by birth or marriage) of a student worker may serve as the immediate supervisor for that student employee or be in any way responsible for the evaluation of the student's performance.

Additional Clearances

Certain additional clearances (e.g. fingerprinting, tuberculosis test, etc.) may be required based on the work location. Those who work in the Early Childhood Education Lab School are required to take a TB Test which can be provided by Monterey Peninsula College Student Health Services Office. Licensed Children's Centers are legally required to maintain vaccination records for their employees and volunteers.

Supervisor Responsibilities (Post Hire)

Those who supervise student workers are to:

- Ensure the student worker continues to meet the eligibility requirements for student employment;
- Ensure the student worker is not displacing/replacing a classified or academic employee; and
- Sign and submit timesheets in a timely manner.

See Board Policy 7270 – Student Workers

References: *Education Code Section 69960 and 88003*

Approved: September 27, 2022