Student Employment Handbook

For Supervisors

Office of Student Employment	www.ccsf.edu/shep
Workforce Development Department	415.452.5669
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Office of Student Employment

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Section 1: Overview of Student Employment

WELCOME

The Office of Student Employment assists in the process of hiring student workers for on- campus employment. Our mission is to implement on- campus student employment as an educational experience which will contribute to our student's professional and personal maturity. Thank you for your interest in student employment.

This handbook is designed to provide information for supervisors to hire, onboard, and coach student workers. If student worker has questions about hiring process, timesheets, payroll, etc., please refer student workers to the **Student Worker Handbook**.

**This handbook should be used for general guidelines. Please note that this handbook is a dynamic document and, as such, subject to change. Individual departments may enforce a more stringent policy or procedure based on the needs and demands of their area.

Student Employment Opportunities

There are three different types of on-campus student employment program offered at our college, Grants/Lab Aides, CalWORKs, and Federal Work Study. Each of these programs consists of different eligibility requirement to participate in.

Grants/Lab Aides

The Grants/Lab Aides Program is open to all students meeting the minimum unit enrollment and GPA requirements. Student worker who are ineligible for CalWORKs or Federal Work Study may be eligible to qualify for this program. Interested students please contact the Office of Student Employment.

CalWORKs

The CalWORKs Work Study Program is a state-funded program that assists students in earning cash while learning important job skills through on-campus opportunities. The program provides job readiness training, enhances work performance skills, and participants do not need Financial Aid eligibility to participate. The students must be CalWORKs participants and are eligible to

work up to 15-20 hours per week. Interested in CalWORKs work-study program please contact CalWORKs Department.

Federal Work Study

The Federal Work Study (FWS) program is a federally funded program that assists students with their cost of education. The FWS program helps students earn financial funding through a part-time work program. To be eligible for a Federal Work Study job, a student must meet all general financial aid eligibility criteria and have financial need. A student's FWS initial award is for the entire academic year (Fall + Spring), but Spring eligibility is re-evaluated after Fall grades are posted. Returning or continuing students MUST be rehired each term and cannot start working until their FWS eligibility is re-evaluated by the Financial Aid Office.

Departments/supervisors will be responsible for the wages of students who were allowed to start working <u>without</u> being re-evaluated and awarded by the Financial Aid Office at the beginning of each semester.

To qualify for the FWS program, students must apply for federal assistance through the Free Application for Federal Student Aid (FAFSA) for the current academic year at www.fafsa.ed.gov. The Financial Aid Office will determine if a student is qualified. Please contact the Financial Aid office for more information, 415-239-3577 www.ccsf.edu/en/student-services/financial-aid.html

Note: International F-1/ M-1 students do not qualify for FWS positions.

<u>**Eligibility Requirements**</u>

	Grants + Lab Aide	CalWORKs	Federal Work Study
TB Clearance	Yes	Yes	Yes
GPA	2.0	*2.0 and meet Satisfactory Academic Progress (SAP) standards	*2.0 and meet Satisfactory Academic Progress (SAP) standards
Units Enrolled Fall/Spring	6 credit units or 12 hours of class time per week for noncredit class *International Students must be*	6 credit units or 12 hours of class time per week for noncredit class *International Students must be*	6 credit units *Non-Credit and International Students do not qualify*

	enrolled in at least 12 units	enrolled in at least 12 units	Unmet financial need of at least $2000
Units Enrolled Summer	3 credit units or 6 hours of class time per week for noncredit class *International Student must be enrolled in at least 3 credit units*	3 credit units or 6 hours of class time per week for noncredit class *International Student must be enrolled in at least 3 credit units*	3 credit units *Non-Credit and International Students do not qualify* Unmet financial need of at least $2000

*For more information about Satisfactory Academic Progress (SAP) requirements, please visit this link.

COVID 19 Vaccination/Exemption Requirement

Currently all in-person and hybrid student workers are required to provide documentation of either a valid Covid-19 vaccination or a valid religious/medical exemption. For more information, or to submit your documentation, please visit CCSF's Covid-19 Updates page. Students working 100% remote or online positions may not be subject to these requirements but cannot come to campus under any circumstances until these requirements are met.

TB Requirement

Note: Due to the COVID-19 pandemic the TB requirement will be temporarily waived for 100% online or remote positions only. If you do any work in person you will need to meet the TB requirement. This requirement applies even if your position began online or remote but transitions to in-person.

Student Health Services will clear students for hire following a TB assessment. For them to do this, students must first read and agree to the release procedure in myRAM, SHEP step#3. TB screening is free for credit enrolled students at Student Health Services (bring your CCSF photo ID with you to your appointment). Or students may schedule a TB appointment with your personal physician and take your results to Student Health Services for TB clearance.

For TB screening questions or to schedule an appointment with SHS:

Email: studenthealth@ccsf.edu

Phone 415-239-3110

Student Health Services HC100

Note: Students need to meet various requirements in order to remain employed, including sufficient course enrollment, satisfactory academic progress & TB clearance. Failing to meet these requirements may result in termination. Additionally, student workers must have a social security number for payroll purpose, complete payroll paperwork, and W4 & I9 forms. Students with questions can contact the Office of Student Employment for resources at studentemployment@ccsf.edu.

Section 2: The Hiring Process

The hiring process for on campus student employment consists of multiple steps. Below is a general overview of all the steps involved in hiring a student worker. All supervisors and student workers **must** complete the Student Hiring Eligibility Process (SHEP), and myRAM respectively before the student worker's first day of employment.

Student workers are automatically terminated at the end of every semester. If a supervisor wishes to rehire students for the following semester, the supervisor will need to follow the same steps below.

To hire CalWORKs students please contact the CalWORKs office at calworks@ccsf.edu.

Warning: Any student who previously worked for the City and County of San Francisco is ineligible for hire as a student worker at CCSF. If you accidentally hire someone with this work history please notify Student Employment as soon as possible at studentemployment@ccsf.edu.

Overview of Hiring Process

Step 1: Post the position on myRAM

Step 2: After the supervisor identifies a student to hire, complete the student employment offer letter and OSE will initiate the hiring process in SHEP with the student worker.

- For **Federal Work Study positions:** please also complete the Federal Work Study Referral Form. The Financial Aid Office evaluates each student's eligibility upon receiving the referral form, awards the student and sends out a FWS Eligibility Confirmation email to the supervisor and the student.
- If the hiring Supervisor/Department allows the student to work before receiving a confirmation of eligibility from the Financial Aid Office, the hiring Department will be responsible for compensating the student payroll hours.

Step 3: OSE will inform supervisors when the student worker has completed SHEP so the supervisor can hire the student worker in myRAM

- For **Federal Work Study positions:** the supervisor will not be able to hire the student until the FWS award is finalized by the Financial Aid Office.

Step 4: If you are a new supervisor, inform the Office of Student Employment at studentemployment@ccsf.edu so we can add you to the supervisor email listserv.

Instructions for Completing Step 1 – Posting the Position on myRAM

1. Login to myRAM, go to: Employee Services > Student Jobs > Set-up Student Employment
2. Select the **TERM** for which you wish to hire your student(s).
3. Select the **JOB CLASSIFICATION** for the position. You must set up positions separately for Lab Aide, Grant (including CalWORKs), and Federal Work Study (FWS) positions.
4. Select the **JOB TITLE** that best describes the position. Students will be able to search for positions by this job title in the "Student Job Listing Page."
5. Select the **LOCATION** where the student will be working.
   a. For in-person positions supervisors must select the campus that most accurately fits the job duties. During the Covid-19 pandemic students who will be required to do any in-person work will be required to complete a TB assessment and must submit proof of a valid Covid-19 vaccination or religious/medical exemption.
   b. During the Covid-19 pandemic students working 100% remote or online will continue to have TB testing requirements waived and will not be subject to Covid-19 vaccination requirements so long as they do not come to campus.
6. Type in the **ORGN** number of your department/business unit (not necessarily the same as the funding ORGN)
7. Type in the **NUMBER OF OPENINGS** – this is the maximum number of students you intend to hire into this position. Each time you hire a student into the position, the number will decrease. The position will appear in the list of student jobs as long as this number is greater than "0." Change this number to "0" to close the job.
8. The **HOURLY WAGE** for all student employees is the minimum wage. Leave the wage amount as shown.
9. Type in the **BUILDING** and/or office where the student will be working.
10. Type dates for **WHEN TO APPLY** (e.g., first three weeks of the semester).
11. Include a specific **CONTACT NAME, PHONE &/OR EMAIL** so that students will know how to reach you.
12. Type the **QUALIFICATIONS REQUIRED** for this position (e.g., background experience, skills and abilities, and/or knowledge required).
13. Type a **BRIEF JOB DESCRIPTION** that will differentiate the position from others that you post.
14. Include a **JOB DESCRIPTION IN DETAIL** that incorporates the specific duties of the position. The required qualifications and the job description will appear in the "Student Job Listing Page."
15. Type the complete **FOAPAL** number for this position. For FWS and Grant positions, be sure to use the FOAPAL for the academic year of employment. If there is only one FOAPAL number for this position, type "100" in the PERC1 column. If you have FWS

positions available, but do not know the proper year's FWS Number, contact the Financial Aid Office.

   a. Fund:
      i. Lab Aide = "U"
      ii. FWS '22-'23 = 121410
   b. Orgn= Department Code
   c. Acct:
      i. Lab Aide Fall/Spring = 2370, Summer = 2374
      ii. FWS Fall/Spring/Summer = 2375
   d. Program: Your Program Code
   e. Activity:
      i. Credit=C (for FWS please use "C")
      ii. Non-Credit=N
      iii. Support=S
   f. L (percentage)=100

16. Enter your employee ID under **AUTHORIZED APPROVER** or the authorized approvers' proxy.

17. Click on **EDIT JOB** when the form is complete. The Student Employment Form appears with a Post Number at the top left. Remember this number. Errors are marked in red if edits need to be made. You may hire your student worker after your job post has been posted for 48hours.

18. At the end of the form 3 buttons will appear:

   a. **EDIT JOB** is used to update the term and # of openings available.
   b. **HIRE A STUDENT WORKER** will take you to "Student Worker Hiring Form".
   c. **LIST OF STUDENTS HIRED INTO THIS POST NUMBER** shows you a list of students and totals for budgeting purposes.

Detailed Instructions for Completing Step 3 – Hiring the Student in myRAM

1. Login to myRAM, click on Employee tab
2. Click on **Student Jobs** link in main Employee menu
3. Select the **Term** hiring the student worker for
4. Click **View List of Positions Posted in your ORGN** find your ORGN. Click the applicable job post number.
5. At the bottom left of the page, click on **Hire Student Worker**
6. Type in the **STUDENT ID#** of the student you wish to hire
7. **POSITION SUFFIX**, let default to 00 or enter 01, only if hire in same ORGN twice
8. **PAYROLL APPROVER ID#,** type employee ID# of the payroll approver
9. Click the **SUBMIT** button, "Student successfully hired.." should be displayed. Use the same process to re-hire a student worker in future semesters
10. If "Student Successfully Hired.." is not displayed, you may see this statement:
11. LIST OF INCOMPLETE TASKS means the student has not completed all tasks. It is the student's responsibility to complete the required tasks in SHEP
12. You may continue hiring other students after you click the SUBMIT button.
13. Reminder: Your student workers will be approved for hire even if they have not completed the specified tasks below and may begin working until the fourth week of the semester. However, their employment will be terminated automatically at the end of the fourth week if they have not completed the following tasks by that time:
    - Enroll in required credit units/ non- credit hours.
    - Complete 2nd TB screening.

Note: Students who wish to be **rehired** must go back to myRAM, complete SHEP for the term they will be rehired, and update any information. Rehired international students will need two employment authorization letters, one from supervisor and one from Office of International Programs, C212 for Form I-9 reauthorization.

Terminating a Student Worker

Note: If job performance is an issue termination should be a last resort. Unsatisfactory performance should be documented via performance evaluation and addressed directly with the student, with specific areas for improvement and concrete opportunities for corrective action. Resources for effective goal setting, performance evaluation, and related topics are available online at www.ccsf.edu/shep.

If a student cannot continue employment or you wish to terminate a student:

1. Click on the **TERMINATE A STUDENT JOB*** link in Student Jobs Menu

2. Select the **TERM**
3. Choose **TERMINATION DATE**, termination date must be the last day of a pay period
4. Enter **STUDENT ID**
5. Enter **STUDENT POSITION**
6. **POSITION SUFFIX** should be "00", may differ if hired in multiple positions
7. **SUBMIT**

*To terminate a **FWS position**, please inform Elena Forman (eforman@ccsf.edu) from the Financial Aid Office, so she can zero out the remaining FWS award.

Section 3: Campus-Wide Policies

EQUAL EMPLOYMENT OPPORTUNITY

The San Francisco Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity or status as Vietnam –era veteran, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities and individuals from all ethnic and other groups indicated above, to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas. An Equal Employment Opportunity Plan will be maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.

Minimum Wage Ordinance

In 2017 the Board voted to keep wages for CCSF Student Workers in line with the local minimum wage. The minimum wage rate will be adjusted on an annual basis in accordance with the minimum wage ordinance. For more information, visit https://sfgov.org/olse/minimum-wage-ordinance-mwo

Americans with Disabilities Act and FEHA

Consistent with its policy on non-discrimination and its legal obligation, the District will comply with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA). When necessary, the District makes reasonable accommodations for individuals with disabilities who request an accommodation with the advice of their health care providers. For information and for a copy of the San Francisco

Community College Employees' ADA Accommodations Program Brochure contact the Office of Title 5/EEO/ADA Compliance or visit the webpage: http://www.ccsf.edu/Offices/Title_5-EEO-ADA_Compliance

CCSF Sexual Harassment Policy

The San Francisco Community College District Policy 1.36 – Sexual Harassment prohibits all forms of sexual harassment, in accordance with the law. The policy applies to all employees, students, and third parties (such as vendors). The College is committed to a sexual harassment free college. To view BP 1.36 go to www.ccsf.edu/Board, at the webpage menu select Policies and Administrative Procedures.

Drug/alcohol free campus

It is the policy of the San Francisco Community College to maintain a campus free of the unlawful manufacture, distribution, dispensing, possession or use of controlled substances as listed in Section I-V of Section 202 of the Controlled Substances Act (21 USC Section 812), which includes, but is not limited to, substances such as marijuana, heroin, cocaine, amphetamines, and alcohol. For additional information regarding this policy, visit

http://www.ccsf.edu/Policy/Manuals/2/bp2_14.pdf

Smoking Policy

The Chancellor shall establish an administrative procedure to prohibit smoking on San Francisco Community College District facilities except for certain designated areas. The areas designated for smoking are to be specified.

COVID-19 Vaccination/Exemption Policy

Starting Fall 2022 departments will no longer be required to submit Return to Campus (R2C) plans for in-person student workers. However, all in-person student workers will be subject to CCSF requirements regarding Covid-19 vaccination and documentation. For more information on current Covid-19 policies please see [CCSF's Covid-19 Updates](#) page. Students working 100% remote or online positions may not be subject to these requirements but cannot come to campus under any circumstances until these requirements are met.

Report Policy Violations

Please contact our Office of Student Employment, studentemployment@ccsf.edu for any violations of these policies, so we are aware of any violations reported, able to track the progress of them and help you navigate this process.

City College of San Francisco contacts: Title 5/EEO/ADA/Title IX Compliance Officer or the Vice Chancellor Student Development Office. If you wish to deal with an agency outside of City College, you may also contact:

U.S. Department of Education, Office for Civil Rights

Region IX - San Francisco Office: (415) 486-5555

Department of Fair Employment and Housing (state government) www.dfeh.ca.gov; (800) 884-1684 (within California); (916) 227-0551 (Outside of California); TTY number (800) 700-2320

Equal Employment Opportunity Commission (federal government) (800) 669-4000; TDD number (800) 800-3302

Section 4: Student Work Policies

Hiring Deadlines

Early Clearance: Early clearance is the period prior to the start of a semester. Supervisors who would like their students to start during early clearance (i.e., before the semester starts) must request permission from the Office of Student Employment. Deadlines to hire for upcoming early clearance periods will be shared out towards the end of every semester.

Semester: To ensure that student workers have meaningful work experiences the last day to hire will generally be the last day of the second-to-last pay period. This date changes regularly so OSE will communicate these dates at the beginning of every semester. The exception is Summer Session, in which no new hires will be permitted after June 30th to avoid problems with the change in fiscal year.

Intersession: Intersession is the period after the end of a semester but before the start of the following semester's early clearance period. Supervisors who would like their students to continue working into intersession (i.e., after the end of the semester) must request permission from the Office of Student Employment. Deadlines to hire for upcoming intersessions will be shared out towards the end of every semester.

Student Worker Schedule

Any student, with the approval of their supervisor may work after a semester ends ("Intersession") or before a semester begins ("Early Clearance"). Students may also work during Spring Break, Winter Break, Summer, and other holidays if both students and supervisors agree to the students working during these times. However, if a student chooses to work on a holiday they will be compensated at their regular rate. Additionally, student workers are not entitled to holiday pay and will only be compensated if they elect to work during the holiday.

Students may not work during their class time, because school comes firsts, and we want students to focus on their academics. For weekends and holidays, students may work with the approval of their supervisor. Student workers **must not work** more than **15 hours a week** and not more than **8 hours** a day. Even if students are hired into multiple positions, they must not work more than 15 hours per week in total. CalWORKs students can work up to 20 hours a week.

For **Federal Work Study positions:** Student's payroll expenditures **must not exceed** a total FWS award. It is the responsibility of the hiring supervisor to monitor expenditures to not exceed FWS

award amount and not allow the student to work more than 15 hours a week / 30 hours in a pay period.

The position in which student is hired should follow duties as described in the job post. Training will be provided by their supervisor. Student employees are considered "At Will" and serve at the discretion of the hiring department. For questions or concerns please contact the Student Employment Office by phone (415) 452-5669 or email studentemployment@ccsf.edu

Timesheets

Supervisor will inform students on the deadline for submitting their timesheets in myRAM portal. Supervisor will approve student timesheets on a biweekly basis. If supervisor allows students to work during the weekend or holiday, please make a comment when approving the student worker timesheet.

How to: Login to myRAM, access Employee Menu, Employee Dashboard, then Approve Time. Select applicable department and pay period dates. Click on student name to view hours entered, verify applicable regular/ sick hours and approve. If time sheet needs correction, click return for correction so student may edit and resubmit to you for approval.

If students suspect any of their timesheets were not processed properly, resulting in accidental unpaid wages, students must contact both their supervisor and the Office of Student Employment within 30 days of the end of the semester in which the pay period(s) in question occurred.

CalWORKs Students Only

In addition to CalWORKs submit their timesheets on myRAM for their supervisor to approve, will also need to email an electronic copy of the timesheets to the CalWORKs Office to approve as well.

Breaks

Student workers are entitled to breaks and sick leave. Please see below for a detailed explanation of both policies.

Figure 1: California Rest Break

California Rest Break Law Chart

Hours on the Clock	Rest Breaks
0 – 3:29 hrs	0
3:30 – 6 hrs	1
6:01 – 10 hrs	2
10:01 – 14 hrs	3
14:01 – 18 hrs	4
18:01 – 22 hrs	5

California Rest Break Requirements

- Your boss must give you a rest break of at least 10 consecutive minutes that are uninterrupted.
- Rest breaks must be paid.
- If you work at least 3.5 hours in a day, you are entitled to one rest break. If you work over 6 hours, you are entitled to a second rest break. If you work over 10 hours, you are entitled to a third rest break.
- Rest breaks must to the extent possible be in the middle of each work period. If you work 8 hours or so, you should have a separate rest break both before and after your meal break.
- Your boss may not require you to remain on work premises during your rest breaks.
- You cannot be required to work during any required rest breaks. [Cal. Lab. C. 226.7]. BUT, you are free to skip your rest breaks provided your boss isn't encouraging or forcing you to.

Figure 2: California Meal Break

California Meal Break Law Chart

Hours on the Clock	Meal Breaks
0 – 5 hrs	0
5:01 – 10 hrs	1
10:01 – 15 hrs	2
15:01 – 20 hrs	3
20:01 –	4

California Meal Break Law Requirements

- If you work over 5 hours in a day, you are entitled to a meal break of at least 30 minutes that must start before the end of the fifth hour of your shift. BUT, you can agree with your boss to waive this meal period provided you do not work more than 6 hours in the workday. You can also agree with your boss to an on-duty meal break which counts as time worked and is paid.
- If you work over 10 hours in a day, you are entitled to a second meal break of at least 30 minutes that must start before the end of the tenth hour of your shift. You can agree with your boss to waive the second meal break if you do not work more than 12 hours and you did not waive your first meal break.
- You must be allowed to take your meal break off work premises and spend your break how you wish, since it is off the clock.
- You cannot be required to work during any required meal break. [Cal. Lab. C. 512].
- As of 2012, your boss has an affirmative obligation to ensure that breaks are made available to you but the actual taking of meal breaks is left to the employee. In other words, you are responsible for "breaking" yourself.

Note, rest breaks and meal breaks are supposed to be separate, they should not be combined. Your boss cannot give you a single 1-hour break and say that that counts as all of your meal breaks and rest breaks.

Keep in mind, there are many exceptions to the above for certain industries, such as the construction, healthcare, group home, motion picture, manufacturing, and baking industries.

*Link for more information

Sick Leave

California Healthy Workplaces/Healthy Families Act & SF Paid Sick Leave Ordinance

Employees in San Francisco are entitled to paid sick leave under both California and San Francisco law.

How Much Paid Sick Leave Do San Francisco Employees Accrue?

- **One** hour of paid sick leave earned for every **30** hours worked
- Employees begin accruing sick leave on the 1st day of employment
- Employers with 10 or more employees must allow employees to accrue at least up to 72 hours.
- Accrued paid sick leave carries over from year to year
- Amount of available paid sick leave must be listed on each paycheck or wage statement

When and How Can Employees Use Paid Sick Leave?

- Can start using paid sick leave on the 90th day of employment
- May use paid sick leave for an existing health condition or preventive care, or for specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking
- May use paid sick leave for employee's own care or care of a specified family member or designated person

https://sfgov.org/olse/paid-sick-leave-ordinance-pslo

https://sfgov.org/olse//sites/default/files/PSL%20FAQ%20-%20Posted%2003.19.20.pdf