



OFFICE OF STUDENT EMPLOYMENT

50 FRIDA KAHLO AVENUE, MUB 260 • SAN FRANCISCO, CA 94112 ☎ (415) 452-3541 • studentemployment@ccsf.edu

Fall '23 - Spring '24 Bulletin

Important Dates

Fall 2023	<ul style="list-style-type: none"> Last work day: Tuesday, December 19th
Fall-Spring Intersession	<ul style="list-style-type: none"> Intersession: Wednesday, December 20th to Friday, January 5th <ul style="list-style-type: none"> Excludes December 25th – January 1st unless additional approval to work during Winter break is requested and the supervisor is also working those days. Deadline to apply for Intersession: Friday, December 22nd at 5pm
Spring Early Clearance	<ul style="list-style-type: none"> Early Clearance: Saturday, January 6th – Monday, January 15th Deadline to apply for Early Clearance: Friday, January 5th at 5pm
Spring 2024	<ul style="list-style-type: none"> First work day of Spring: Tuesday, January 16th Last day to hire for Spring: Friday, April 26th at 5pm Last work day of Spring: Wednesday, May 22nd

Please note: Student workers **cannot** work during Intersession or Early Clearance periods without prior approval from the Office of Student Employment. You can request permission for intersession and/or early clearance work by completing the new e-forms (see below). Additionally, **Federal Work Study** students **must** receive an updated FWS award from Financial Aid before they can begin work. To update FWS awards students should email Elena Forman at eforman@ccsf.edu.

Supervisors can begin posting jobs for Spring 2024 now through their myRAM Portal.

Process Improvements

Hires are processed in the order received and given the high volume of hiring requests (almost 400 in Fall 2023) we anticipate some delays in hiring for Spring 2024 and encourage all supervisors to submit their job posts and hires as early as possible. The Office of Student Employment is staffed by a single classified employee charged with processing the entire College’s student workers in a timely manner and in accordance with all applicable laws. In addition to allocating more staff time to processing student hires during peak times we are implementing the following process improvements in order to streamline our processes and reduce time to hire. If you have any feedback on these changes or notice any issues please let us know by emailing studentemployment@ccsf.edu.

Updates to the SHEP Website

The Office of Student Employment will be rolling out some updates to the SHEP web interface for Spring 2024 that we hope will improve site’s functionality and reduce confusion about the steps in the hiring process. Updates to the student-facing part of the website are currently live and updates to the supervisor-facing pages will be implemented by early Spring.

New e-Forms for Intersession and Early Clearance Requests

To streamline the process we are implementing new e-forms for Intersession and Early Clearance requests. You can submit [requests for Intersession work here](#) and you can submit [requests for Early Clearance here](#).

More Ways to Get Help

(over)



OFFICE OF STUDENT EMPLOYMENT

50 FRIDA KAHLO AVENUE, MUB 260 • SAN FRANCISCO, CA 94112 ☎ (415) 452-3541 • studentemployment@ccsf.edu

The Office of Student Employment is offering two new ways for supervisors and students to get help with the hiring process: First, supervisors can complete the [Student Employment Job Offer Form](#) for help with new hires or rehires, which will prompt our office to determine where you are at in the hiring process and reach out with appropriate next steps. Second, students and supervisors can hop into one of our virtual counters or drop by our offices to get live support and troubleshooting with issues related to their hire. Current dates, times and locations for these virtual and in-person office hours are located on [the Office of Student Employment's webpage](#) along the righthand side.

Spring 2024 Supervisor Workshops

In early Spring the Office of Student Employment and the Financial Aid Dept. will offer in person and virtual workshops for supervisors that will provide an overview of the Federal Work Study Program as well as the Student Hiring and Eligibility Process (SHEP). Topics will include how to know if your student is eligible for FWS, how FWS Awards work, how the hiring process works, and how to leverage FWS funds to support your students and programs. When the details have been finalized we will advertise these workshops widely and we encourage all supervisors to learn more about these processes by attending.

Policy Updates

Reminder: Students Cannot Work Before They Are Hired

Recently we have seen an uptick in students working before they are officially hired, including instances where a student turned out not to be eligible for hire after they had already worked. We all want our students to be able to take advantage of these paid work opportunities but allowing students to work before they are officially hired is a violation of labor law and College policy and exposes the college to accusations of exploitation, puts a burden on our Payroll Department to find workarounds to pay the student properly, and creates a financial irregularity that could jeopardize the College's funding. Please do not allow your students to work before they are hired.

Covid Vaccination Requirement

As of Summer 2023 students are no longer be required to provide proof of Covid vaccination to enroll in on-campus classes. However, student workers are considered employees of the college and will be subject to the same Covid vaccination requirements as other regular employees. Supervisors should advise prospective student workers that this requirement will be added to the SHEP hiring process so they should be prepared to provide proof of Covid vaccination or a valid medical/religious exemption. More information can be found on the [College's Covid 19 Updates page.](#)

Remote/Online Work

If your student workers will be online and/or remote they will continue to be exempt from the TB clearance requirement. Supervisors of online/remote student workers will continue to be required to submit the Student Worker Remote Duties form, which will be provided by our office once you complete the SHEP process. Students hired as remote/online cannot transition to in-person work without first being rehired into an on-campus/in-person job and then submitting to the TB clearance process.

Questions?

As always, if you have any questions that are not addressed in the [Student](#) and [Supervisor](#) Handbooks (also available on the Office of Student Employment's [website](#)) please contact us at studentemployment@ccsf.edu.

(over)