



OFFICE OF STUDENT EMPLOYMENT

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

Fall '24 Bulletin

Important Dates

Fall 2024 Early Clearance	<ul style="list-style-type: none"> • Early Clearance: Saturday, Aug 3rd – Friday, Aug 16th Note: No need for prior approval, simply hire your student for Fall 2024 in myRAM Portal. This does not apply to FWS students.
Fall 2024	<ul style="list-style-type: none"> • First work day of Fall: Saturday, Aug 17th • Last day to hire for Fall: Friday, Nov 22nd at 5pm • Last work day of Fall: Friday, Dec 20th

General Updates

- You can create your Fall 2024 job posts now, the earlier the better!
- We understand some departments are receiving an error when trying to hire students. This is a problem with your department's budget. If you are unable to successfully create a job post and receive a message in red asking you to contact the budget office, please email budget@ccsf.edu with the FOAPAL you are trying to use and copy studentemployment@ccsf.edu so we can assist if needed.
- No need for prior approval for Fall 2024 Early Clearance, simply hire your student for Fall 2024 in myRAM Portal. If your student needs SHEP assistance, please complete a SHEP Job Offer/ FWS Referral form (see below). Then, **re/hire** your student worker in SHEP **on/after** Aug 3. They can begin working Fall 2024 position on/after Aug 3.
- **Federal Work Study** students **must** receive a new/updated FWS award from Financial Aid before they can begin work. To initiate FWS award, please complete a SHEP Job Offer/ FWS Referral form (see below). For FWS questions email Elena Forman at eforman@ccsf.edu.
- For 2024-25 FWS FOAPALs please use Fund #121412, Account #2375, and Activity "C".

Process Improvements

New e-Forms for SHEP Job Offers and FWS Referral form

To streamline the process we are implementing a new e-form for submitting SHEP Job Offers and FWS Referral form. It is now ONE form. You can access the new form at www.ccsf.edu/shep or here [SHEP Job Offer/ FWS Referral form](#).

As a reminder, hires are processed in the order received and given the high volume of hiring requests (almost 400 in Spring 2024) we anticipate some delays in hiring for Fall 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 Webpage](#)

The Office of Student Employment has updated the student wage to \$18.67 per hour starting July 1st, 2024. This update can be found in the "Useful Tips" section of our webpage. Fall Virtual Counter/ in-person office hours have

(over)



OFFICE OF STUDENT EMPLOYMENT

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

been updated. We are currently working on uploading our updated handbooks. FWS/ SHEP Fall 2024 Supervisor Workshops flyer is now available to view and sign up.

More Ways to Get Help

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 [SHEP Job Offer/ FWS Referral 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 office or visit a drop-in location 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.

Policy Updates

New Minimum Wage: \$18.67/hr

Effective July 1, 2024 the new [minimum wage in San Francisco is \\$18.67](#). Please budget accordingly.

New Best Practice: Limiting Students to Just 4 Consecutive Semesters in the Same Role

We strongly recommend that supervisors consider limiting the number of times a student can be hired into the same position to 4 consecutive semesters. This encourages students to continue to explore their interests and develop new skills, allows new students to benefit from these positions, and helps prevent students from growing too comfortable in their roles.

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.

Reminder: Performance Evaluation Form

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 and conducting a performance evaluation (including an evaluation template), and other supervisory topics are available online at www.ccsf.edu/shep.

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

(over)



OFFICE OF STUDENT EMPLOYMENT

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

If your student workers will be online and/or remote they will continue to be exempt from the TB clearance requirement. 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 FAQ section or Student and Supervisor Handbooks (also available on the Office of Student Employment's [website](#)) please contact us at studentemployment@ccsf.edu. Handbooks (available on the Office of Student Employment's [website](#)) please contact us at studentemployment@ccsf.edu.

(over)