



OFFICE OF STUDENT EMPLOYMENT

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

Fall '24 - Spring '25 Bulletin

Important Dates

Fall 2024	<ul style="list-style-type: none"> Last Work Day: 12/20/24 Intersession: 12/23/24 - 12/24/24 and 1/2/25 - 1/3/25 (prior approval required to work during this time; to request authorization please complete the Intersession Request Form)
Spring 2025	<ul style="list-style-type: none"> Early Clearance: 1/4/25 - 1/12/25 (no prior approval required but student must be hired before first day of work) First Work Day: 1/13/25 Last Day to Hire: 4/26/25 Last Work Day: 5/21/25

General Updates

- You can create your Spring 2025 job posts now, the earlier the better!
- No need for prior approval for Spring 2025 Early Clearance, simply hire your student for Spring 2025 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** January 4th. They can begin working their Spring 2025 position on/after January 4th.
- 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".
- VIRTUAL COUNTER HOURS ARE FOR EVERYONE!**

Process Improvements

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. Please note that office hours are not just for students. **Anyone who has a question regarding student workers can join our office hours to get help, including supervisors, timekeepers, etc.**

Policy Updates

Reminder: Students Cannot Work Before They Are Hired



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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.

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.

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. 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 the Student and Supervisor Handbooks (also available on the Office of Student Employment's [website](#)) please contact us at studentemployment@ccsf.edu.