



Office of Student Employment

50 Frida Kahlo Way, MUB 260 • San Francisco, CA 94112 • 415-239-3541 • studentemployment@ccsf.edu

Supervisor Guidelines

GENERAL RULE: Student workers may not perform duties that replace the work of Classified Employees.

1. Student workers must complete the Student Hiring Eligibility Process (SHEP) and be hired in myRAM by you, before the first day of employment.
2. Maintain safe work environment and provides all necessary training, materials, and equipment to perform the requirements of the student's work assignment. Job posts should include or relate to all duties the student will be responsible for.
3. Set clear and consistent expectations from the beginning of a student's time of employment covering every aspect of their job that may impact your evaluation of their performance. Suggested topics include:
 - a. Appropriate workplace attire
 - b. Scheduling
 - c. Communication expectations and preferences
 - i. With their supervisor, other employees, other students, etc.
 - d. Workplace attitude
 - e. Any expectations specific to the student's particular assignment
4. Perform regular performance evaluations to support student learning and growth.
5. Monitor the students work hours to be sure that student works 15 hours per week or less, does not work more than 8 hours per day, and verifies accuracy of hours worked.
6. Approve time sheet for payment and submit to Payroll Office in a timely manner.
7. Student workers are entitled to meal and rest breaks: a 30-minute meal break if he/ she works more than 5 hours in a workday, and 15-minute breaks for every 4 hours.
8. Provides on-site supervision or assigns temporary supervisor in the event the regular supervisor is not available.
9. Student workers must stop working immediately per termination date in SHEP, unless approved for an extension by the Office of Student Employment.
10. Employment cannot be terminated without "just cause" or reasonable notice. Document all incidents. It is recommended that supervisors who wish to terminate a student employee complete a performance evaluation (written warning) before terminating employment to document any issues and, if possible, provide students with the opportunity to improve their performance and avoid termination.



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11. Terminate a student's position in SHEP if the student resigns, loses eligibility, or is terminated.



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Student Employee Guidelines

Each student employee is an important and valuable asset to the successful operation of City College of San Francisco. We want you to enjoy the association and expect that you will put forth your very best effort. The following information is general in nature. Your supervisor will explain what is expected of you for your specific job assignment.

GENERAL RULE: Student workers may not perform duties that replace the work of Classified Employees.

1. The people in the office where you are assigned are depending on your help. Continued tardiness or failure to notify your office whenever you cannot report for work can be sufficient grounds for termination of your employment.
2. You are expected to work the hours assigned and to indicate the number of hours worked on your time sheet each working day, before the end of your shift. Any departure of this procedure must be approved by your supervisor.
3. Avoid scheduling appointments that will conflict with your work schedule. If you cannot avoid doing so, please notify your supervisor as far in advance as possible.
4. Information regarding individual student or staff members that you may come in contact with during the course of your work is considered to be confidential and may not be released without your supervisor's specific approval.
5. Your friends should not visit you during working hours.
6. Personal phone calls are highly discouraged and may be made only with your supervisor's specific permission. Use of office telephones, computers, and other office equipment for personal use is prohibited, unless approved by your supervisor.
7. Ask questions whenever you do not understand the instructions given to you; make sure you understand what is expected of you.
8. Maintain a professional attitude and appropriate work attire as defined by your supervisor.
9. Meet SHEP requirements throughout the semester; e.g. maintain minimum enrollment requirement, complete 2 step TB screening, etc.
10. Do not exceed the maximum of 15 hours per week. Other program restrictions may apply, please discuss this with your supervisor.