Student

Employment

Handbook

For Supervisors

Office of Student Employment

Workforce Development Department

City College of San Francisco

www.ccsf.edu/shep

415.452.5669

studentemployment@ccsf.edu

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Office of Student Employment

50 Frida Kahlo Way MUB 260 ·San Francisco, CA 94112 ·415-452-5669 ·studentemployment@ccsf.edu

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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 or contact Elena Forman at eforman@ccsf.edu.

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

Eligibility Requirements

	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 enrolled in at least 12 units*	6 credit units or 12 hours of class time per week for noncredit class *International Students must be enrolled in at least 12 units*	6 credit units *Non-Credit and International Students do not qualify* 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

If your position is REMOTE/ONLINE, your student is not required to complete TB screening as it will be automatically waived. If your position is in-person, students will need to get TB clearance. Student Health Services will process the student for TB clearance. Testing is free for credit enrolled students at Student Health Services (students should bring their CCSF photo ID to appointment) or student can schedule a TB appointment with their personal physician.

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

 Email: studenthealth@ccsf.edu

 Phone: 415-239-3110

 Student Health Services, HC100

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 student workers **must** complete the Student Hiring Eligibility Process (SHEP), and supervisors must officially hire students on myRAM 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 rehire students every semester by completing the 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.

STEPS TO HIRE

Step 1: Post the position on myRAM

Step 2: After the supervisor identifies a student to hire, complete a Job Offer Form at www.ccsf.edu/SHEP. This will initiate the hiring process in SHEP to clear your student for hire.

- 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.
- **WARNING**: If the hiring Supervisor/Department allows the student to work before receiving 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, email OSE at studentemployment@ccsf.edu so we can add you to the supervisor email listserv for bulletins and important updates.

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 = See FAO memo for current Fund #
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 Job 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 48 hours.
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 hired 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 errors marked in **RED which the student needs to correct.** It is the student's responsibility to complete the required steps in SHEP
11. You may continue hiring other students after you click the **SUBMIT** button.

Note: If you are rehiring an international student, please complete a new Job Offer form which we will use to obtain an employment authorization letter from the Office of International Programs, C212 for Form I-9 reauthorization.

Terminating a Student Worker

Note: Student employees are considered "At Will" and serve at the discretion of the hiring department. Student workers are limited to 4 semesters for rehire in each department. 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 form, and related topics are available online at www.ccsf.edu/shep.

If a student cannot continue employment or you wish to terminate a student before the end of the semester:

1. myRAM Portal, **EMPLOYEE** menu
2. Click **STUDENT JOBS**
3. Click on the **TERMINATE A STUDENT JOB**

4. Select the **TERM**
5. Click on **STUDENT** you would like to terminate (Terminate Date should be BLANK)
6. Select a **DATE** for terminating employment
7. click **UPDATE** button which appears to terminate student

Note: Terminate your student within their last pay period.

*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: [ADA/EEO/Civil Rights Compliance | CCSF](#)

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.

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.

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.

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 Office of Student Affairs. 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. As of Spring 2024, Supervisors no longer need to request for early clearance from the OSE. Simply hire your students on myRAM portal when they are ready to work. FWS students are not eligible to work during the Early Clearance period due to the awarding schedule.

Semester: To ensure that student workers have meaningful work experiences the deadline to hire will generally be before the last 2 pay periods in the semester. 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 the 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 submit an intersession request form. Forms and deadlines to request for upcoming intersessions will be shared on our website closer to 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 first, 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 per week or 8 hours per 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 hiring supervisor's responsibility 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 a 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. Student workers are limited to 4 semesters for rehire in each department. For questions or concerns please email the OSE studentemployment@ccsf.edu.

Timesheets

Supervisor should inform students of the deadline for submitting their timesheets in myRAM portal each pay period. Supervisors will approve student timesheets on a biweekly basis. If a supervisor allows students to work during the weekend or holiday, please use the comment section on the student's timesheet when approving. Please state that it was approved and the location where the student was working.

How   to   approve   Student   Timesheets:
-Login   to   myRAM   Portal
-Click   Employee
-Click   Employee   Dashboard
-Under   My   Activities,   click   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 a time sheet needs correction, click return for correction so student may edit and resubmit 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.

Breaks and Sick Leave

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

Breaks

Student workers must receive the following breaks:

- An uninterrupted 30-minute unpaid meal break when working more than five hours in a day.
- A paid 15-minute rest period for every four hours worked.

*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://www.sf.gov/information/paid-sick-leave-ordinance