

Glendale Community College District

5600

Administrative Regulation

STUDENT WORKERS

Employment opportunities for students are designed to contribute to their educational experience and not displace/replace individuals employed by the district. No student worker shall fill a position that has been occupied by a regular employee during the current or immediate preceding 12 months.

Student Employment Services is responsible for the appropriate classification of student assistant positions, the referral and placement of student workers on campus, and the maintenance of job descriptions submitted by managers, faculty and staff. Student Employment Services processes monthly time reports for payroll and retains student employment records in accordance with federal, state and district rules and regulations.

Offices and programs utilizing student workers will be required to:

1. Establish clearly defined work schedules, which are compatible with the student's class schedule.
2. Inform students in writing of the specific job duties.
3. Provide training.
4. Supervise and evaluate the quality and quantity of the work performed.
5. Provide mentoring and guidance while monitoring attendance and work habits.
6. Submit student time sheets on time in accordance with established deadlines and verify that the work hours reported are accurate.
7. Ensure that student workers are aware of all laws governing the right of privacy and confidentiality. All student workers are required to sign a confidentiality agreement.
8. Student workers may not score tests or assignments. Under no circumstances can they proctor exams.

Student workers will be required to:

1. Learn and satisfactorily perform specific duties.
2. Cooperate in scheduling work periods that do not conflict with classes and to adhere to such schedule.
3. Notify the supervisor within a timely manner if unable to report to work.
4. Maintain strict confidentiality regarding workplace issues and information including, but not limited to:
 - a. Discussion of workplace issues with anyone outside the workplace.
 - b. Releasing or sharing information about other students.
 - c. Removing files or other materials from the workplace.

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STUDENT WORKERS – (continued)

5. Provide adequate notice to the supervisor when ending employment.
6. Observe appropriate workplace behaviors and protocol and follow office policies and procedures.

LIMITATIONS ON TIME AND DURATION.

- A. Students may be employed for a cumulative maximum of *six semesters*. Students may work a maximum of twenty (20) hours per week contingent upon funding.
- B. Students employed must maintain a minimum GPA of 2.0, be in good standing and must continue to make satisfactory progress towards obtaining a degree or certificate.
- C. Students employed through special funding, grants or through a financial aid program that requires more than twenty (20) hours per week during summer and winter intersessions must get the approval of the Student Employment Services Program Manager and the Associate Dean, Student Financial Aid.

(Any exceptions to the above must be approved by the Student Employment Services Program Manager and the Associate Dean, Student Financial Aid.)

Employment Restrictions

No relative (spouse, parent, sibling, aunt, uncle, grandparent or other person related by birth or marriage) of a student worker may serve as the immediate supervisor for that student employee or be in any way responsible for the evaluation of the student's performance.

Equal Opportunity Employment

Glendale Community College is committed to providing equal opportunity for on campus employment regardless of race, religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, or disability in accordance with federal, state, and local regulations.

Reference

- Education Code 69960(f), 88003

Adopted: 9/20/99

Revised: 2/18/14