

## **CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES**

### **AP 7304 Student Employment**

Reference: Education Code Section 88003

#### **1. Qualification for Student Employment**

For fall and spring semester employment, in order to qualify for student employment a student must be enrolled as a full-time student (12 semester units) during each semester(s) in which the student is employed. Student employees who receive Federal Work Study or are a CalWORKs student must be enrolled in at least six (6) semester units for fall and spring semester employment.

During an intersession (winter and/or summer) a student must be enrolled in at least three (3) semester units.

#### **2. Limits on Student Employment**

Student employment assignments are limited to no more than twenty (20) hours per week.

A student employee may not be employed by the District in any other capacity (e.g. temporary employee, professional expert or regular classified employee) during the time period of the student employment.

Student employees are not eligible for health benefits or paid leaves of absences.

At the beginning of each academic year student employees with an assignment which will exceed thirty (30) days will be provided with three (3) days (24 hours) of paid sick leave. This paid sick leave is available to be used for an illness of the student employee or a member of his/her family and/or for leave due to domestic violence, sexual assault or stalking. A student employee shall be entitled to use such sick leave as of the ninetieth (90<sup>th</sup>) day of employment. The three (3) days (24 hours) of paid sick leave does not accumulate.

International students in lawful status may only be employed as a student employee for positions on campus. International students may work the same number of hours as set forth above.

Student employment may not result in the displacement of classified personnel or impair existing contracts for services.

A student employee may not begin working until after he/she has been processed by the Office of Student Employment Services.

Board Approved	02/07/12
Desk Review	08/26/12
Revised	10/31/19
Board Approved	02/04/20