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# LOS MEDANOS COLLEGE

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Los Medanos College

Supervisor Handbook for Student Workers

Transfer & Career Services Contact Information

**Location:** Student Services Center, Upper Level (SS4)

**Front Desk Phone:** (925) 473-7444

Employment paperwork processing: (925) 473-7515

## **Introduction**

This handbook is intended to provide general guidelines for supervisors at Los Medanos College (LMC) of students. Student employees and their supervisors are expected to be familiar with, and comply with the college's student employment policies. The college reserves the right to modify or change its student employment policies at any time and will attempt to notify both students and their supervisor(s) of changes to the college's employment policies.

## **Equal Opportunity Statement**

The 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 ethnic group identity, race, color, ancestry, religion, marital status, sex, national origin, gender, gender identity, gender expression, age, sexual orientation, physical or mental disability, medical condition, genetic information, veteran status, parental status, citizenship or because an individual is perceived to have one or more of these 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 everyone, including all genders, persons with disabilities and individuals from all ethnic and other groups 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 and can be found in its entirety on the District's website under the Human Resources Department.

## **Eligibility Requirement for Student Employees**

### **Unit Minimum**

<b>Fall/Spring</b>	<b>Summer (during classes)</b>	<b>Breaks between semesters/summer school</b>
6 units minimum	3 units minimum	No required minimum units

Individuals who have graduated, are on a leave of absence from the college, or have withdrawn from the college are not eligible to work as student workers. Such individuals must stop working in a student worker capacity as soon as they are no longer enrolled in the unit minimum.

### **Satisfactory Academic Progress (SAP)**

All students have to meet the Academic Standards of the College. Students must complete all courses with a 2.0 GPA or higher. All students must complete at least 50% of the units they attempt.

As outlined in the District's Satisfactory Academic Progress Policy, Satisfactory Academic Progress for students receiving Financial Aid is completing all courses with a 2.0 GPA or higher. These students must complete at least 67% of the units they attempt.

If there are extenuating circumstances, exceptions can be made on a case-by-case basis.

## **International Students**

International students may be hired to work on campus provided that they are, and remain, in the appropriate immigration status. International students must be registered as full-time students and maintain satisfactory academic progress while pursuing their education. International students must be authorized to work in the United States. The student must obtain a social security number from the Social Security Administration and must complete an I-9 employment verification form, W-4 tax form and additional campus forms.

To obtain a social security number, the student must be hired by an on-campus department. The student must take the completed referral card (described in Employment Processing section) to the Admissions and Records Office. Admissions & Records will provide the student with a letter to bring to the social security office in Antioch (2508 Verne Roberts Circle, Antioch) along with other necessary identification. After applying for a social security number, it can take up to three weeks to receive the card. Please remember a student cannot begin working until they have processed their paperwork with Employment Services and returned their referral card to their supervisor.

## **Types of Student Employment**

### **Federal Work Study (FWS)**

Federal Work Study jobs are strictly reserved for those students who received Federal Work Study as part of their financial assistance package. Federal work study funds are awarded to students based on financial need as determined by college and federal guidelines.

### **Department-Funded Student Assistant**

Any eligible student may participate in student employment on-campus funded by general or categorical funds within a department. Supervisors are expected to manage their own budgets and be aware of hourly worker wages to determine hiring options.

### **CalWORKs**

The Los Medanos College California Work Opportunity and Responsibility to Kids (CalWORKs) Program's main focus is to serve current TANF (cash-aid) recipients who are parents attending LMC as part of their Welfare-to-Work Activity (WTW) Plan. The program provides students with educational and career opportunities, combined with an array of support services which help students to complete their educational goals, find meaningful employment, and successfully transition into the workforce.

CalWORKs can fund any paid student worker position on campus, up to 75%, dependent upon the current CalWORKs budget. When a CalWORKs student gets a position on campus they should inform the LMC CalWORKs program so that arrangements can be made for CalWORKs to subsidize their pay.

### **Posting Jobs and Advertising to Students**

Each on-campus position must be posted through College Central Network (CCN) <http://www.losmedanos.edu/studentservices/job/default.asp> Click on Employers to create an account. Be sure to include your Department when entering in your Company Name, for example Los Medanos College - Transfer & Career Services. This will make it easier for students when they are searching the database. Also, you will want to put "On Campus" as the job location, see below.

**Job Location\***

State

- On Campus
- Outside U.S.
- Virtual
- Alabama
- Alaska




**Control-Click** to select multiple locations.  
**Shift-Click** to select a range of locations.

If you selected a **single location** above, enter the city and Zip Code below:



**City**  **Zip Code**

Please Note: if you selected a single location above, it is to your advantage to enter a City and Zip Code so that your posting will appear in searches for jobs in specific locations.

Once the registration is completed and approved, post your job. You can direct students to submit their resume through the system or to submit materials directly to you. Once the position has been filled and you would like to no longer have the job posted, you can either expire your job posting or delete it (see below).

- Click the  icon to Edit a job posting.
- Click the  icon to Expire an active job posting.
- Click on the  icon to Delete a job posting.

Expiring your job posting makes it easier to repost the position if you need to rehire. If that is the case, all you need to do is click on the green icon to repost the job (see below).

- Click the **Job ID** to view the Job Details.
- Click on the  icon to Repost an expired job posting.
- Click on the  icon to Delete a job posting.

**TIPS:** If you are only looking for Federal Work Study Students, please note that in the description and in job type selection.

**Suggested Interview Discussion Points**

Supervisors are encouraged to interview students before hiring them. An interview will help both the supervisor and the student make an informed decision about whether the job and the student are a good match for each other. Here are some suggestions to discuss during the interview:

- Detailed job description and requirements
- Hours and dates of work
- Student’s availability
- Student’s prior work experience and skills
- Pay rate
- Period of employment
- Departmental policies and protocol that may affect the student’s interest in the position (i.e. dress code)

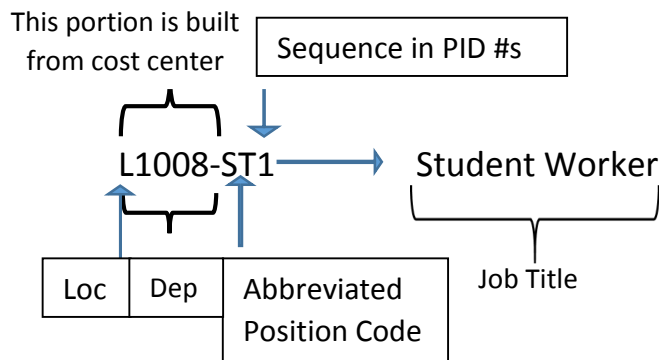
- Timeline in which student can expect notification of a hiring decision

**Employment Processing – Final Steps BEFORE student begin work**

When you have chosen who you would like to hire **download the fillable form, Student Assistant Referral Card** <http://www.losmedanos.edu/transfercareer> (then click on “Employment Services”). The supervisor should fill in the top portion (questions about creating a Position ID or what GL it is connected to should be directed to the Business Office). If you print out the form and write in the information, please fill in the top and bottom portions. Give the completed form to the student to bring with them to their employment processing appointment. If you are hiring a Federal Work Study student, contact Eva Monteverde, [emonteverde@losmedanos.edu](mailto:emonteverde@losmedanos.edu), in Financial Aid to confirm that the student is FWS eligible. Once Eva has confirmed the student is eligible, she will send you the FWS Student Assistant Referral Card and the FWS Contract. Give the completed form and contract to the student to bring with them to their employment processing appointment.

**Understanding Position IDs (PIDs)**

All PIDs are linked to a specific General Ledger (GL). Each department has GL numbers associated with their department costs, including salary, benefits, supplies, etc. The PID details the location, department and what type of employee is to be connected to the PID. For example. L1002-ST7, is a Student Worker I position location in Business Services at LMC:



All student worker positions are either “ST” for department-funded positions, and “STW” for federal work study positions. **PLEASE NOTE:** the number of the PID DOES NOT correlate with the rate of pay for that position.

**What Happens in Student Employment Processing Appointment**

Students should schedule an employment processing appointment through SARS or by calling the front desk at 473-7444. The link to schedule an appointment is on the Employment Services website: <http://www.losmedanos.edu/studentsservices/job/default.asp>

Students should come to their appointment with the following documents:

- Appropriate referral card, completed by the supervisor
- Federal Work Study contract, if applicable
- Two forms of identification (usually Social Security card/birth certificate and Photo ID. If the student has a current US Passport, that can be provided instead of the documents listed above. Please see the attachment, “Acceptable I-9 documents” for other eligible documents. If they do not bring the appropriate documentation to their employment processing appointment, there may be a delay in the start of their employment.

Students will complete a packet of hiring documents, including, but not limited to:

- Student Employment Form/Oath of Allegiance
- Employment Eligibility Verification (I-9)
- Statement of Social Security Coverage (SSA-1945)
- Statement of Mandated Child Abuse Reporting
- Federal and State Employee Withholding Allowance Certificates (W-4, DE-4)
- Campus-Specific Employment Forms

If you are hiring a group of students, contact Employment Services to coordinate a date/time to process the entire group in one sitting. A group appointment usually lasts about 30 minutes – 1 hour.

Once the student has been processed through Employment Services, they will bring you their signed referral card. **Student can begin work ONLY after they have processed their paperwork.**

### **Payroll Policies and Procedures**

Student workers are paid once a month, on the 10<sup>th</sup> of the month. Students are encouraged to sign up for direct deposit, the form is provided in their paperwork. Supervisors are responsible for confirming students accurately track their hours worked. Any questions regarding payroll and timecards should be directed to the Business Office.

Federal Work Study timecards should be given to Eva Monteverde in the Financial Aid office on the date she specifies in her monthly e-mail to supervisors.

### **Student Employment Policies**

#### **Wages\***

The minimum rate of pay for student workers is \$10.50/hour. There are three rates of pay for student workers: Student Worker, Student Intern/Tutor and Police Aide Corporal. Most students are classified as a Student Worker, while others are classified as Student Intern/Tutor. The Police Aide Corporal classification is reserved for students working in Police Services. The student pay rates are approved by the Governing Board. For the 17-18 academic year, the rates are as follows:

**Contra Costa Community College District  
2017-2018 SALARY SCHEDULE  
STUDENT**

<b>CLASSIFICATION</b>	<b>HOURLY RATE</b>
Student Worker	\$10.50
Student Intern/Tutor	\$11.00
Police Aide Corporal	\$12.03

*\*Please note the minimum wage is set to increase several times over the next few years, so please plan your budget accordingly.*

**Maximum Hours per Week**

HR Procedure 4000.02 states: “The number of hours of employment the student is allowed to work shall be determined by the employing site by taking into consideration the extent of the student’s financial need and the potential harm of the combination of work and study hours on a student’s satisfactory academic progress.”

Students can work up to 40 hours/week in the summer and 20 hours/week during the Fall and Spring terms. During periods of non-instruction, students may work up to 40 hours a week.

**Breaks/Meal Periods**

California law clearly states that all employees who work more than 4 hours must be given a ten-minute paid break. Anyone who works 3.5 hours or less is not required to be given a break. Anyone working 5 hours must be offered an unpaid 30-minute meal break, but that break can be mutually waived, if they are working no more than 6 hours. It is mandatory that all students who work more than 6 hours take a 30-minute unpaid break. (Labor Code § 512)

**Supervisor Best Practices**

Supervising student workers is an opportunity for a supervisor or manager to be a role-model for students who may be working for the first time. Keep in mind your student worker will be looking to you for guidance and clear communication about what your expectations are for the student.

**Supervisor’s Responsibilities**

When you choose to hire a student worker, you are acknowledging that you have read and agree to comply with the conditions listed in this handbook. Among your obligations are the following:

- You will not permit students to work until you have received a completed student referral card back from the student proving their paperwork is completed.
- You will verify appropriate unit enrollment each semester/summer session of each student worker.
- You must review the payroll schedule and all deadlines with your student.

- Under no circumstances will you permit a student to work more than 20 hours a week while classes are in session. However, if classes are not in session, a student may work up to 40 hours per week.
- You must notify Employment Services of any changes to current supervisor; any new contact information must be disclosed in a timely fashion.
- You will outline basic work expectations and responsibilities to each of your student employees.
- You will notify Employment Services and the Business Office of any change in status of any of your student employees.
- As a best practice you should provide all students with two weeks notification before termination of employment except in cases regarding satisfactory academic progress, unit completion or student conduct violation that prohibits them from being on campus.
- You will keep an accurate and timely written record of each student's daily work schedule for timesheet completion.

### **Dress Code**

Individual departments may require that its employees abide by a dress code. A department may choose to impose a dress code for safety reasons, in situations where student employees are highly visible to the community, or simply because the office or unit wishes to maintain decorum and professionalism. It is up to each individual department to notify its student employees of the appropriate dress code in their department. Students should be notified about their employer's dress code expectations at the time of their hire.

### **Disciplinary process/termination of student employment**

Student employees may be subject to termination of their student employment if they fail to perform their required responsibilities. The disciplinary process prior to employment termination is up to each supervisor/department. A best practice model follows as:

1. Supervisors should give a verbal warning to an underperforming student and review with the student any issues with the student employee's work performance.
2. If the student does not improve, the supervisor should give the student a written warning reiterating the issue with the student's work performance and the terms the student will need to uphold for their employment to continue. Both the student and supervisor should sign the written warning. A copy of the warning may be sent to Employment Services to be placed in the student's file as a reference for future internal employers.
3. If the student fails to adequately correct their behavior by the determined date, they should be given a written notice of termination from the department's supervisor/manager.

**Notwithstanding the above process, a student's employment may be terminated immediately in cases of flagrant, willful violation of college rules or violations of law.**

### **Confidentiality and FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a federal law, enacted in 1974, that guarantees the confidentiality of student records. It is important for students to familiarize themselves with some of the basic provisions of FERPA. Students who violate FERPA may be subject to disciplinary action, including, but not limited to, the loss of their job.

Supervisors must review FERPA guidelines with any student employee that has access to confidential information. Student workers must understand that any student information they view or hear on the job must remain in the workplace. Supervisors should remind students that they must not, under any



circumstances, release student information to anyone (including the student's parents or other family members). In addition, supervisors should remind students they may not acquire student records information that is not relevant to their job.

The only information that may be released about a student (unless the student provides written permission to release other information) is:

1. Student name.
2. Student participation in officially recognized activities and sports, including weight, height, and high school of graduation of athletic team members.
3. Degrees and awards received by students, including honors, scholarship awards, athletic awards, and Dean's List recognition.

All students sign the Student Employee Agreement, confirming and agreeing to the FERPA guidelines listed above and <http://www.losmedanos.edu/studentrecords/ferpa.aspx>.

### **Students' Responsibilities**

When a student signs the Student Employee Agreement, they acknowledge that they have read and agree to comply with the conditions listed in the agreement, as well as:

- You must complete all necessary paperwork and receive authorization from Employment Services before you can begin working.
- Follow the Payroll Schedule and all deadlines with your supervisor.
- Under no circumstances will you be allowed to work more than 20 hours a week while classes are in session. However, if classes are not in session, you may work up to 40 hours per week.
- You are held accountable for maintaining strict confidentiality for any and all potentially sensitive information you encounter in the course of performing your jobs.
- You will abide by your department's policies and regulations, including any applicable dress code.
- You must give their supervisor sufficient advance notice, as determined by the supervisor, if you will be late or unable to work during your scheduled time. Repeated tardiness and/or absences are grounds for termination.
- As a best practice, you should give two weeks' notice if you decide to resign from your position.
- You will notify your supervisor of any change in your class schedule which could impact your work schedule, as well as any change in your enrollment status.
- You understand that you forfeit any part of your Federal Work Study award that you do not earn by the end of your employment period/fiscal year.
- You will abide by the College's Code of Conduct, which absolutely prohibits harassment or discrimination on the basis of another's sex, race, color, religion, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other characteristic protected by law.

### **References/Attachments:**

- ❖ FERPA Guidelines - <http://familypolicy.ed.gov/ferpa-parents-students?src=ferpa-s>
- ❖ Los Medanos Student Employment Agreement
- ❖ I-9 List of Acceptable Documents
- ❖ Satisfactory Academic Progress Policy:  
[www.losmedanos.edu/financialaid/documents/CCCCDSAPPOLICY.pdf](http://www.losmedanos.edu/financialaid/documents/CCCCDSAPPOLICY.pdf)

## LOS MEDANOS COLLEGE STUDENT EMPLOYEE AGREEMENT

**As a student employee with Los Medanos College, I (Printed Name, Student ID Number) will adhere to all rules, regulations and Education Codes to which I am subject to as outlined in the Student Worker Handbook and included below:**

- 1) **Conduct:** Conduct oneself in a manner that is appropriate to the setting assigned, and generally befitting one's status as an "employee" and representative of Los Medanos College. Student employees should discuss with their supervisor at the beginning of employment (and any time a questions arises) any department workplace policies regarding such topics as: attendance/punctuality, communication to/from supervisor, dress code, social visits from friends, personal use of technology in the workplace, and any other questions you may have. If you want to quit a job, a best practice is to provide your supervisor with a minimum of two weeks' notice.
- 2) **Confidentiality and FERPA Guidelines:** Student employees may interact with confidential or otherwise private information about students and alumni. The Family Educational Rights and Privacy Act (FERPA) laws protect what information is allowed to be given out. By signing this document you are agreeing to abide by all confidentiality and FERPA guidelines as outlined in the Student Workers Handbook.
- 3) **Course load and GPA:** Student employees are required to enroll in, maintain, and complete a course load of 6 or more units (3 or more units in summer), and maintain a minimum G.P.A. of 2.0 during semesters/sessions of employment.
- 4) **Federal Work Student (FWS) Eligibility:** FWS Student employees must meet and maintain Financial Aid eligibility at Los Medanos College. Working in excess of your total FWS award may affect your Financial Aid package. If you work other jobs, your current and/or future financial aid eligibility will be affected if your earnings from non-FWS jobs on-campus exceeds your "remaining need" in your current Financial Award Notification Letter. If you have any more questions concerning your Financial Aid award, contact the Office of Financial Aid in the Student Services Center.
- 5) **Breaks:** Student employees working 4-consecutive hours must be provided a paid 10-minute break. Student employees working more than 5 consecutive hours, but not more than 6 hours are entitled to a 30 min. unpaid meal break, if they so choose and should coordinate this with their supervisor. Student employees working more than 6 hours are required to take an unpaid 30 min. meal break, and should coordinate this with their supervisor.
- 6) **Work Hours:** Student employees may **not** work in excess of 20 hours weekly total when classes are in session, in any single position or combination of positions. When classes are not in session, students may work up to 40 hours/week. Students are only eligible for overtime when classes are not in session and they are working over 8 hours/day/40 hours/weekly. Student employees are not eligible for holiday, vacation or unemployment compensation. Student employees are covered by workers compensation. Please contact the Business Office for information and eligibility regarding sick leave pay.
- 7) Employment with Los Medanos College and the Contra Costa Community College District is voluntarily entered in to, and you are free to resign from your position "at will," at any time, with or without cause. Similarly, the aforementioned organization may terminate the employment relationship "at will" at any time, with or without notice or cause as long as there is no violation of applicable federal or state law.

**Please note:** If you lose the paper version of your Student Workers Handbook, you can contact Transfer & Career Services Front Desk for a replacement or download it here:

[www.losmedanos.edu/student-services/job](http://www.losmedanos.edu/student-services/job)

## LISTS OF ACCEPTABLE DOCUMENTS

### All documents must be UNEXPIRED

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>	OR	<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	AND	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</li> <li>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</li> <li>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>5. Native American tribal document</li> <li>6. U.S. Citizen ID Card (Form I-197)</li> <li>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>8. Employment authorization document issued by the Department of Homeland Security</li> </ol>