

LOS MEDANOS COLLEGE

EMPLOYMENT CENTER

POLICIES AND PROCEDURES

FOR

STUDENT EMPLOYEES



POLICY AND PROCEDURES FOR STUDENT EMPLOYEES

1. INTRODUCTION

This document has three major purposes. One is to explain the initial eligibility requirements for student employment. The second is to systemize and clarify the policy and procedure for the dismissal of student employees from student employee positions. The third is to provide policy and procedure for the disqualification of dismissed student employees from future student employment.

2. PHILOSOPHICAL PREMISES

This proposed policy and procedure is set in the context of four philosophical premises.

- 0.2.1. That the principle functions of the student employee program, be it of federal work study, EOPS, or student assistant category, is to facilitate the attainment by the student employee of his/her educational goals.
- 0.2.2. That the college will help the student employee perform satisfactorily at his/her assigned position by appropriate means of orientation, training, evaluation and conference. In the event of unsatisfactory performance, the immediate supervisor is obliged to encourage improvement by employment counseling or further training.
- 0.2.3. That the student employee must accept the obligations and expectations of the assigned position, recognizing that while the position is a learning experience, it is also a serious responsibility inasmuch as it is an integral part of the operation of the college, and that in effect, the student employee represents the college.
- 0.2.4. That student employment is a limited resource to be administered in a manner that is fair, open, and accessible to all students. To that end, parameters are established to include A. – limits on duration of employment, (8 semesters maximum for Student Assistants). Two summer sessions equals one semester B. – Number of hours employed (20 hrs. weekly total during periods of required instruction). Waivers on maximum hours may be requested for unusual circumstances, and C. – posting of job openings (3 working days).

3. BASIS FOR ELIGIBILITY AND DISMISSAL

0.3.1. Eligibility for student employment. Basis for initial eligibility for student employment at Los Medanos College is fourfold:

0.3.1.1. Enrollment in six or more units during the fall and spring semesters. One or more units (two units FWS) during summer session. Agreement to adhere to the rules, regulations and procedures of the student employee programs (signing the Student Agreement Form). Completion of hiring process.

0.3.1.2. Area Manager may request in writing a units waiver for unusual circumstances (one per four semesters/disabled students may be exempt based on determination of DSP&S Coordinator).

0.3.2. Loss of Eligibility/Dismissal. A student employee loses eligibility and therefore may be dismissed from his/her position for the following causes:

0.3.2.1. Unsatisfactory academic standing. Satisfactory academic standing is defined as: Enrollment and completion of (unless waiver is obtained) six or more units during the semester of employment. Enrollment and completion of 1 (when required) or more units/2 units FWS during summer session.

0.3.2.2. Failure to maintain a grade point average of at least 2.0 during the semester and/or session of employment. Student Assistants maintaining grade point averages between 1.5 and 1.99 have one probationary semester and/or summer in which to produce the 2.0 G.P.A. required. G.P.A.s below 1.5 result in immediate dismissal for Student Assistants. Student Assistants dismissed for units or G.P.A. deficiencies regain eligibility for such employment upon completion of one full semester/ session of 6 units/ 2.0 G.P.A. minimum.

0.3.3. Dismissal without loss of eligibility. A student employee may be dismissed from his/her position (without loss of eligibility) for the following causes:

0.3.3.1. Failure to perform assigned duties in a satisfactory manner.

- 0.3.3.2. Persistent absenteeism.
- 0.3.3.3. Any willful and persistent violation of the Los Medanos College Handbook, the Education Code, Government Code or any other statutes of the State of California, or the rules, regulations or procedures adopted by the Contra Costa County Community College District Board of Trustees.
- 0.3.3.4. Unless otherwise stated or arranged or organizationally necessitated, students hired into Student Assistant slots are hired for the duration of the semester. Worksites may retain Student Assistants (if available and interested) in their same slots each new school year without competitive posting.

4. DISMISSAL AND APPEALS PROCESS

- 0.4.1. Before initiating dismissal procedures, the immediate supervisor will confer with the student employee about his/her performance and provide assistance to improve. The student worker must be advised that failure to improve can result in dismissal, and that the Director of Enrollment Management is available to assist with possible resolution of problems.
- 0.4.2. After appropriate effort has been made to rectify unsatisfactory performance on the part of the student employee, the immediate supervisor will begin the dismissal process by notifying the student employee both in writing and conference that a recommendation (to the Area Manager) for dismissal is being filed. The recommendation will be made on the form "Los Medanos College Student Employee Dismissal Form". The supervisor may obtain such a form from the Employment Technician, Employment Center.
- 0.4.3. The immediate supervisor will present the Dismissal Form to the student. The student will sign the Dismissal Form to acknowledge reading the recommendation for dismissal (but not necessarily agreeing with the charges). If the student is unavailable to sign the form within seven working days of filing, the dismissal will become effective.
- 0.4.4. The appropriate Dean or Manager will approve or disapprove the recommendation. If the Dean or Manager approves the

recommendation, the dismissal is effective as of the date specified. The Dismissal Form will then be returned to the Employment Technician, Employment Center, for final processing.

- 0.4.5. The completed dismissal notice will be presented by the Employment Technician, Employment Center, to the student employee who will sign it to acknowledge reading the dismissal notice (though not necessarily agreeing with the charges). The student employee has seven working days from the date of dismissal within which to file a request for an Appeal Hearing, open¹ or closed² session, using the Appeal Hearing Request Form included on the Dismissal Form. The request will be filed with the Employment Technician, Employment Center, who will set a date for the hearing and convene an Appeal Hearing Board. The Appeal Hearing Board will consist of the appropriate Dean or Manager, the immediate supervisor, the Director of Enrollment Management, and a member of the college staff (faculty, administrator, classified) of the student's choice.
- 0.4.6. If the student employee does not request a hearing within seven working days of the date of dismissal, the dismissal becomes final. Copies of the now completed Dismissal Form will be distributed to the Dean or Manager, the student, the worksite Supervisor, and the Employment Center.
- 0.4.7. The Appeal Hearing will be held within seven working days of the student's request for a hearing. The Board will hear the student's appeal and make a recommendation for or against the dismissal to the College President.
- 0.4.8. The decision of the College President is final.
- 0.4.9. If a dismissal is reversed by the College President, the student employee shall be entitled to make up work time lost during the appeals process.
- 0.4.10. Students facing allegations of theft, violence, or other serious misconduct, are subjected to immediate suspension, pending outcome of dismissal/disqualification process. Suspensions must be authorized by the Manager/Dean, in consultation with the Director of Enrollment Management.

¹ An open session may be attended by invitee(s) of the dismissed student, provided written permission for the release of college records, as provided by law.

² A closed session may be attended by the Appeal Hearing Board and the dismissed student.

5. REAPPLICATION FOR STUDENT EMPLOYMENT

A student dismissed from a student employee position without loss of eligibility may reapply for student employment.

6. DISQUALIFICATION FROM STUDENT EMPLOYMENT

A student employee may be disqualified for the following reasons:

0.6.1. Persistent and/or flagrant violations of the rules governing student employment.

0.6.2. Repeated (2 or more per academic year) dismissals.

7. PROCEDURE FOR DISQUALIFICATION AND APPEAL

0.7.1. A recommendation to disqualify will be initiated by the Manager, and the Director of Enrollment Management, after a review of the records of previous student employment and a conference with the student in question.

0.7.2. The Manager and the Director of Enrollment Management, will send the recommendation to the Sr. Dean of Student Services. The recommendation will contain the reasons for the recommendation and a recommended period of time for the disqualification. The recommendation will be made on the form "Los Medanos College Student Employment Disqualification Form."

0.7.3. The student will receive a copy of the recommendation and indicate by his/her signature that he/she has read the recommendation (but does not necessarily agree with it).

0.7.4. The student may appeal the recommendation to the Sr. Dean of Student Services.

0.7.5. Sr. Dean of Student Services will approve or not approve the recommendation for disqualification.

0.7.6. The student may appeal a decision to disqualify. The student may request an Appeal Hearing, open or closed session, within seven working days of receiving the decision to disqualify, using the Appeal Hearing Request included in the Disqualification Form. The

request will be filed with the Employment Technician, Employment Center, who will set a date for the hearing and convene an Appeal Hearing Board. The Appeal Hearing Board will consist of the Sr. Dean of Student Services, the Director of Enrollment Management, the immediately previous Dean or Manager of the employing area, and a member of the college staff (faculty, administrator, or classified staff) of the student's choice. A simple majority of the Appeal Board will constitute a quorum for the Board to convene and hold the hearing.

0.7.7. The Appeal Hearing will be held within seven working days of the student's request for a hearing. The Appeal Hearing Board will hear the student's appeal and make a recommendation for or against the disqualification to the College President.

0.7.8. The decision of the College President is final.

8. IMPLEMENTATION

0.8.1. This policy is being implemented immediately. A copy of this policy and procedures handbook will be sent to all worksite supervisors.

0.8.2. There is a job description for each student employment position available to student employee and on file in the Employment Center. Supervisors will review job descriptions with new student employees. Supervisors will formally evaluate new student employees, and allow student the opportunity to evaluate worksites. Forms are available at the Employment Center.

0.8.3. Procedural changes to the Policy and Procedure paper are the responsibility of the Employment Technician, Director of Enrollment Management in consultation with the Sr. Dean of Student Services.