

## Glendale Community College District

### **7270**

#### Administrative Regulation

### **STUDENT WORKERS**

Employment opportunities for students are designed to contribute to their educational experience.-Student workers shall not displace/replace classified staff employed by the district.

Career Services is responsible for the appropriate classification of student worker positions, the referral and placement of student workers, and the retention-of student worker job descriptions submitted by managers. Career Services-processes monthly timesheets-for payroll and retains student worker records in accordance with federal, state and district rules and regulations.

Offices and programs utilizing student workers shall-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 timesheets-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 and require student workers to sign a confidentiality agreement.
8. Student workers may not score tests, or assignments or proctor exams.

Student workers shall 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 the established schedule.
3. Before the beginning of a scheduled work day, notify the supervisor of his/her/their inability to report to work.
4. Maintain strict confidentiality regarding workplace issues and information including, but not limited to:
  - Discussion of workplace issues with individuals outside the workplace.
  - Releasing or sharing information about other students.
  - Removing files or other materials from the workplace.

## Glendale Community College District

### **7270**

#### Administrative Regulation

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

#### Student Worker Employment Limitations

1. Students workers may be employed for a cumulative maximum of six semesters. Students workers may work a maximum of twenty (20) hours per week contingent upon funding.
2. Students workers-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.
3. Students workers 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 Career Services manager.

#### Supervision

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 or be in any way responsible for the evaluation of the student worker's performance.

#### Reference

- Education Code 69960(f), 88003

See Board Policy 7270

Adopted: 9/20/99

Revised: 12/15/09, 1/19/19, 12/14/21