

SIERRA COLLEGE

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# **Student Employment Handbook**

**A guide for  
Student Employees and Supervisors**

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*Sierra Community College District is an equal opportunity employer, and as such the District has established equal opportunity policies and strives to ensure all qualified applicants for employment, and employees, have full and equal access to employment opportunities, and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District strives to achieve a workforce that is welcoming to men, women, persons with disabilities and individuals from all ethnic and other groups to ensure an inclusive educational and employment environment. Thank you for your interest in employment at Sierra College!*

## I. Definitions

### **Student Help**

A student employee is a part-time hourly employee who is currently enrolled at Sierra College with the primary goal of achieving a degree or certificate. Students may not perform any work or subsequently be paid for work performed before all steps in the hiring process have been completed.

### **Student Help Supervisor**

A student help supervisor is any staff member authorized by the Financial Aid office to employ student help and agrees to fulfill all supervisor responsibilities.

### **Student Help Supervisor Proxy**

A proxy supervisor is beneficial in the case of illness, vacation, or other instances that would otherwise make the student help supervisor inaccessible to the student help. Proxy supervisors may also approve timesheets to insure payroll deadlines are met.

## II. Permissible and Prohibited Student Help Tasks

### **Permissible Student Help Tasks:**

Permissible tasks are outlined in student help job descriptions, please see [Inside.Sierra > Human Resources > Human Resources Document Library > Job Descriptions > Student Job Descriptions](#).

### **Prohibited Student Help Tasks:**

- Performing certificated or classified level work, including but not limited to:
  - Evaluations
  - Accessing Grades
  - Entering grades into computer
  - Evaluation/Assessment of assignments
  - Accessing evaluative student work
  - Teaching
- Working alone with class
- Working without immediate access to supervisor
- Working alone in division or department office
- Sharing/using other employees' passwords
- Having access to faculty records
- Working from off-campus location with the exception of the America Reads Program
- Performing personal services for faculty, staff or manager
- District work that is not paid through district payroll
- Being supervised by a family member

Classified employees may not offer or terminate employment. These actions must be completed by the department manager.

Sierra College does not employ Student Teaching Assistants (TA) or Student Assistant Instructor (AI). You may view a complete listing of student employment position descriptions located [Inside.Sierra > Human Resources > Human Resources Document Library > Job Descriptions > Student Job Descriptions](#).

### III. Qualifications

In order for a student to be eligible to work on campus, students must meet the following qualifications:

1. Be enrolled in and maintain 6 units during the regular school year. International Students must enroll in 12 or more units.
2. Must have a **cumulative** grade point average of 2.0 to be eligible for the Student Employee Program
3. Maintain a **term** grade point average of 2.0 or better each semester
4. Must pass LiveScan background check
5. Must not be attending Sierra College under the Academic Enrichment Program unless student is employed at NCC and Tahoe-Truckee under the Ghidotti Early College High School Program, provided that student have a valid work permit from their high school. (approved by DC 4-23-09)
6. May not hold a job as a temporary classified employee and a student employee within the same pay period. (approved by DC 4-23-09)

### IV. Allowable Hours and Length of Employment

#### Maximum Hours per Week (Fall, Spring, and Summer):

Students enrolled in at least 6 units can work a maximum of 24 hours per week. Please see additional information specific to Federal Work Study students (see Employment Programs and Funding).

- *International students* must be enrolled in 12 or more units and can only work 20 hours per week.

#### Summer Sessions:

- Summer is defined as the Monday following the conclusion of the Spring semester through the Friday prior to the start of the Fall semester.
- Students may work during the summer under the following conditions:
  - Students who successfully completed at least 6 units (12 units for International Students) during the Spring semester and are enrolled in the Fall semester may work during the summer without being enrolled in summer classes.
    - **EXCEPTION:** CalWORKs Work Study student employees must be enrolled in at least 0.5 units to work during the Summer session.
- New students who are beginning school in the Fall semester and are officially enrolled in at least 6 units (12 units for International Students) may work during the summer after July 1.
- Sierra College Financial Aid Office will determine if funding is available to run a summer Federal Work Study Program otherwise summer employment would be solely district funded.

#### Length of Employment:

- Students are limited to working no more than 4 years as a student employee, regardless of funding source. Taking a semester off will not stop or reset the 4 year clock. Semesters count for students even when not working. (approved DC 2007)

### **Overtime:**

Student employees are **prohibited** from working overtime at any time. Overtime is defined as follows:

- More than 24 hours in a five day period
- More than 8 hours in one day \*
- More than 5 consecutive days

*\* Even if the District adopts a summer work schedule of four 10 hour days for classified staff, a student may only work a maximum of 8 hours in one day.*

### **Breaks:**

- Students working more than 4 consecutive hours are entitled to a 15 minute paid break.
- Students working more than 6 consecutive hours are entitled to a 30 minute unpaid lunch break.

## **V. Employment Programs and Funding**

There are three student employment programs at Sierra College:

**District Student Help (DSH):** Students are funded by your Division. This may include paid internships. Please check your Division Office budget for available funding.

**Federal Work Study (FWS):** Federal Work Study is a need-based program administered through financial aid. Your department is responsible for covering the cost at 25% of the pay rate. The number of hours a student can work is based on the individual student's financial aid award. Generally, the award will fund 10 hours per week. To qualify students must:

1. Apply for financial aid by completing the FAFSA
2. Be eligible for the Federal Work Study program as determined by the Financial Aid Office

Federal Work Study funds are limited and are awarded to continuing students employed in this category first and whose supervisor wishes to retain them. New students will be placed on a waiting list for which The Financial Aid Office will draw as a first come first serve basis for any remaining funds. (approved by DC 4-23-09)

Although district policy allows FWS students to work 24 hours per week, their **award is based on approximately 10 hours per week due to limited funding in the FWS program**. If the student exceeds 10 hours per week, they will not be able to work the entire semester solely on FWS funds because they will exhaust their allotted funds. If you wish the student to continue as an employee, you will have to use your Division budget and employ them as District Student Help.

**CalWORKs Work Study:** CalWORKs Work Study is a state funded program for eligible CalWORKs students who are currently receiving cash aid/TANF (Temporary Aid for Needy Families) benefits. Eligibility for the CalWORKs Work Study program will be determined by the college CalWORKs counselor.

Students working in this program are paid 75% by the CalWORKs program.

- If funds are available, the remaining 25% may be paid using FWS funds.
- If there are no FWS funds available, your Division/Department will be responsible for paying the remaining 25%. Please check with your Division Office for available funding.

## **VI. Hiring Student Employees (also see Appendix A)**

Step 1 – Complete the **On-Campus Employment Request** form. This form is routed through your Division AA for budget/FOAP verification and your Division Manager for approval of the position.

NOTE: If you are a new Supervisor/Timesheet Approver, you must also complete the **Banner Human Resources & Payroll Module** form.

Step 2 – Recruit for employees. The Financial Aid department will advertise your employment position based on the On-Campus Employment Request form, *unless* you check the box stating you do not want it advertised. There is no required application to use. Interview students as you please. If you need assistance, please work with the Financial Aid office.

Step 3 – Complete a **Student Employee Referral Slip** with your successful candidate(s). Your new student employee will take this form to the Financial Aid office to obtain other necessary employment paperwork, see Appendix B.

Step 4 – Your student will bring you a **District Student Help Clearance Form** once their paperwork has been completed and their LiveScan has been cleared. After you sign this form, also have your Division Manager sign it and then return it to Financial Aid.

NOTE: The start date on this form may not be backdated- see Step 5.

Step 5 – Schedule your student employee to work, adhering to the following restriction:

1. Your new student employee may begin working after they have received an ID badge from the Financial Aid office. This badge indicates they have completed all their necessary employment paperwork, to include clearing the LiveScan process. **You may not have a student employee begin working until this process has been completed.**
2. New student employees may begin working as of the first day of the following pay period (1<sup>st</sup> - 15<sup>th</sup> and/or 16<sup>th</sup> – 31<sup>st</sup>). For example, if your student clears their LiveScan and completes all the necessary paperwork by January 2<sup>nd</sup>, the first day they can work is January 16<sup>th</sup>.

***Important Note: Please notify Doreen Prado at ext. 7317 or [dprado@sierracollege.edu](mailto:dprado@sierracollege.edu) when your position fills so your listing will be removed from the job board and Sierra Job Link.***

## **VII. How Students Apply for On-campus Jobs (also see Appendix B)**

Step 1 - Find an on-campus job by going to departments directly or by visiting our online job portal, Sierra Job Link: [www.collegecentral.com/sierracollege](http://www.collegecentral.com/sierracollege).

Step 2 - Once hired, you and your Supervisor will complete the “**Student Employee Referral Slip**”. Take this form to the Financial Aid office for the following required employment documentation:

- LiveScan form:** Take this form to Security Services for fingerprinting. Fingerprinting done at an outside agency is not free and may result in a delay in the process. Results will be sent to the Financial Aid office, you do not need to pick-up the results.
- DE-4 form:** The State Withholding Allowance Certificate determines CA state income taxes to be withheld from your paycheck.
- W-4 form:** The Federal Withholding Allowance Certificate determines the federal income taxes to be withheld from your paycheck.
- I-9 form:** The IRS Employment Eligibility form verifies your identity and eligibility to work in the United States. This form must be accompanied by acceptable documents listed on page 5.
- Payroll Check/Stub Disbursement Form:** Should you choose to have a paper check issued (rather than Direct Deposit), this form tells the payroll department at which campus you would like to pick up your check. We do not mail checks. Check stubs are obtainable through MySierra.
- Authorization Agreement for Direct Deposit of Payroll Check:** This form will enroll you in Direct Deposit so that your payroll checks will be deposited in your bank account.
- Student Employee Rights and Responsibilities handbook:** This is your employee handbook, for your reference.

*Federal Work Study Students* must also complete/submit:

- i. **Financial Aid Federal Work Study form**

*International Students* must also complete/submit:

- ii. **On Campus Work Letter** from the International Students Office
- iii. **I-94 or I-20 form**
- iv. **Visa** (not required, but very helpful)

Step 3 -Once all required documents are completed, submit them to the Financial Aid office. When your LiveScan has also cleared, Financial Aid staff will give you a **District Student Help Clearance Form**. Complete part 1 and take to your supervisor who will complete the rest and return it to Financial Aid.

Step 4 -The Financial Aid office will issue you a **Student Employee ID badge**. Coordinate your start date and schedule with your supervisor. Congratulations on your new job!

## VIII. Employment Identification Badge

Student employees will be issued a Student Employee Identification Badge from the Financial Aid office once all required payroll and employment paperwork is complete and students have had a clear LiveScan. All students, regardless of length of employment must have a successful LiveScan. A Student Employee ID Badge *may* be ready for pick up when the student returns the required payroll documents. But in all cases you need to allow a minimum of 72 hours for the Department of Justice to return the results of the LiveScan back to Sierra College.

**Do not allow your student employee to work** without a current Student Employment ID badge.

Students must return to the Financial Aid office for a **validation sticker** each semester. The sticker will be affixed on the ID badge by a Financial Aid employee and will display a validation term (e.g. Summer 14, Fall 14, etc.) If a student does not have a current validation sticker, they are NOT cleared to work and must be referred to the Financial Aid Office. (approved DC 2008)

Students must display their ID badge during working hours.

## IX. Training/Job Orientation

Once hired, please take the necessary time to train your new employee and explain your operating policies and procedures, etc. Many of our student employees work with confidential information to include access to student records, and must be advised that all information is to be kept confidential. Failure to do so would result in immediate termination. **Review Appendix D Student Employees General Office Rules & Guidelines with your student employees, and sign.** This is also available in Inside.Sierra > Student Services > Financial Aid Document Library > Student Employment.

## X. Pay Period/Pay Day Information

**PAY DAYS:** All student employees will be paid on the 10<sup>th</sup> and 25<sup>th</sup> of each month for all hours worked within the corresponding pay period (1<sup>st</sup> – 15<sup>th</sup> and 16<sup>th</sup> – 31<sup>st</sup>).

**TIMESHEETS:** Timesheets are submitted via Web Time Entry through MySierra. Once the student employee has completed their timesheet, the approver (as identified on the On-Campus Employment Request form) will approve the Web Time Entry timesheet which will then automatically move to Payroll via an electronic process. Supervisor approvals are due no later than the business day following the end of the pay period.

Personal Information Student **Employee** Finance Financial Aid

Search

Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

	<b>My Choice</b>
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self
Act as Superuser:	<input type="checkbox"/>

[Proxy Set Up](#)

Designate a proxy approver should you ever need back-up to approve timesheets i.e. being on vacation during timesheet approval deadlines, etc.

Assign your proxy via the Time Reporting/Time Sheet page in MySierra at any time.



IMPORTANT NOTE: A delayed timesheet will result in the student not being paid until the following pay period. (approved DC 11-08)

Students who fail to submit their timesheet in **2 sequential pay periods** will be terminated. (approved DC 4-23-09)

Students who fail to submit their timesheet **3 times in a fiscal year** will be terminated. (approved DC 4-23-09)

**PAY RAISES:** If you would like to offer a student employee a pay raise based on job description duties being performed, complete the Student Employee Pay Change Request form. This form can be obtained from the Financial Aid office. All requests for pay raises must be submitted with a future date (to be applied to the next pay period). Payroll will not process requests for student pay raises that are backdated. (approved DC 4-23-09)

**CHANGES TO EMPLOYMENT PROGRAM:** All changes will occur on the first day of a pay period if changing categories i.e. change of funding (from FWS to DSH), or student becomes a temporary employment. (approved DC 4-23-09)

**PAYCHECKS:** Students may either pick up their pay check at the Business Services office at the Rocklin Campus or in the Campus Administration office at the Nevada County Campus or enroll in Direct Deposit. Students will indicate their preference on the Payroll Check/Stub Disbursement form they submit to the Financial Aid office.

## **XI. Student Employee Insurance & Workmen's Compensation**

If a student employee is injured while performing routine job assignments, as long as they are performing their job functions on behalf of the District then they are covered under the Districts Workmen's Compensation Plan.

As a general condition, the District does not provide students with any type of insurance including liability or medical coverage.

In excess over any other insurance (primary insurance) available to the student, parent/guardian, District or other party, limited coverage is provided for the initial medical evaluation and treatment at the site and for the transportation of the injured/ill individual to a medical facility. Limited coverage is also provided to the student as a result of an accident from a college sponsored and supervised activity. Again, this is in excess and secondary to all other available coverage. (Provided by HR 2007)

Any questions with regard to the above should be directed to the District Risk Management Office.

## **XII. Sick Leave**

Effective July 1, 2015, students may earn sick leave under the Healthy Workplace Act of 2014. Student employees may earn one hour of sick leave for every 30 hours worked with a maximum accrual of 24 hours in a fiscal year. Students may use accrued sick leave on or after their 90th day of employment. Students who work multiple years may carry over up to three day of sick leave each year. Total sick leave accruals/balance may not exceed 48 hours in a fiscal year.

### **XIII. General Office Guidelines**

See Appendix D for general office guidelines. Please feel free to customize for your office, department or area.

### **XIV. Suspension from the Student Employment Program**

Failure to follow the student employment guidelines may result in suspension from participating in the student employment program at Sierra College. **This is applicable to students, supervisors and departments.** The terms of the suspension shall be determined by the Dean of Student Services and the Program Manager of Financial Aid. (approved DC 7-22-10)

### **XV. Student Termination**

Sierra College Student Services values its investment in student employees. The District does reserve its right to employ and terminate student employees.

Sierra College is a teaching organization, committed to training all employees to succeed in their position(s). However, it is important to know that student workers are employed “at will” (meaning a student worker may be dismissed for any reason without warning). All employees are protected under both federal and state employment laws, including anti-discrimination and anti-harassment laws and laws governing protected activities such as complaining about illegal activity and/or reporting health/safety violations in the workplace.

No employee should be fired for exercising his/her legal rights of employment, such as military leave or voting. Managers should adequately document the performance and/or counsel the employee. A termination should be handled professionally and respectfully by the Department Manager, who may not delegate his/her role when terminating a student employee. (HR 2014)

### **XVI. Nepotism**

Employees shall not be assigned to any position which is under the control or supervision of any member of their immediate family (spouse, parent, grandparent, siblings, children, grandchildren and in-laws or any other relative living in the employee's home). (AP7310)

*This document has received approvals via the following:*

Dean's Council: November 2008  
Dean's Council: April 23, 2009  
Dean's Council: July 22, 2010  
Financial Aid Advisory Committee: September 3, 2014  
Human Resources: September 19, 2014  
Dean's Council: January 15, 2015

***Student Employment Steps – Supervisors/Departments***

***New Employment***

Step 1 – Complete the **On-Campus Employment Request** form. This form is routed through your Division AA for budget/FOAP verification and your Division Manager for approval of the position.

NOTE: If you are a new Supervisor/Timesheet Approver, you must also complete the **Banner Human Resources & Payroll Module** form.

Step 2 – Recruit for employees. The Financial Aid department will advertise your employment position based on the On-Campus Employment Request form, *unless* you check the box stating you do not want it advertised. There is no required application to use. Interview students as you please. If you need assistance, please work with the Financial Aid office.

Step 3 – Complete a **Student Employee Referral Slip** with your successful candidate(s). Your new student employee will take this form to the Financial Aid office to obtain other necessary employment paperwork, see Appendix B.

Step 4 – Your student will bring you a **District Student Help Clearance Form** once their paperwork has been completed and their LiveScan has been cleared. After you sign this form, also have your Area Manager sign it and then return it to Financial Aid.

NOTE: The start date on this form may not be backdated- see Step 5.

Step 5 – Schedule your student employee to work, adhering to the following restriction:

1. Your new student employee may begin working after they have received an ID badge from the Financial Aid office. This badge indicates they have completed all their necessary employment paperwork, to include clearing the LiveScan process. **You may not have a student employee begin working until this process has been completed.**
2. New student employees may begin working as of the first day of the following pay period (1<sup>st</sup> - 15<sup>th</sup> and/or 16<sup>th</sup> – 31<sup>st</sup>). For example, if your student clears their LiveScan and completes all the necessary paperwork by January 2<sup>nd</sup>, the first day they can work is January 16<sup>th</sup>.

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***Student Employment Steps – Supervisors/Departments***

***Continuing/Renewing Employment***

Repeat **steps 1 and 3** each fiscal year

## ***Student Employment Steps – Students***

Step 1 - Find an on-campus job by going to departments directly or by visiting our online job portal, Sierra Job Link: [www.collegecentral.com/sierracollege](http://www.collegecentral.com/sierracollege).

Step 2 - Once hired, you and your Supervisor will complete the “**Student Employee Referral Slip**”. Take this form to the Financial Aid office for the following required employment documentation:

- LiveScan form:** Take this form to Security Services for fingerprinting. Fingerprinting done at an outside agency is not free and may result in a delay in the process. Results will be sent to the Financial Aid office, you do not need to pick-up the results.
- DE-4 form:** The State Withholding Allowance Certificate determines CA state income taxes to be withheld from your paycheck.
- W-4 form:** The Federal Withholding Allowance Certificate determines the federal income taxes to be withheld from your paycheck.
- I-9 form:** The IRS Employment Eligibility form verifies your identity and eligibility to work in the United States. This form must be accompanied by acceptable documents listed on page 5.
- Payroll Check/Stub Disbursement Form:** Should you choose to have a paper check issued (rather than Direct Deposit), this form tells Sierra College at which campus you would like to pick up your check. We do not mail checks. Check stubs are obtainable through MySierra.
- Authorization Agreement for Direct Deposit of Payroll Check:** This form will enroll you in Direct Deposit so that your payroll checks will be deposited in your bank account.
- Student Employee Rights and Responsibilities handbook:** This is your employee handbook, for your reference.

*Federal Work Study Students* must also complete/submit:

- i. **Financial Aid Federal Work Study form**

*International Students* must also complete/submit:

- ii. **On Campus Work Letter** from the International Students Office
- iii. **I-94 or I-20 form**
- iv. **Visa** (not required, but very helpful)

Step 3 - Once all required documents are completed, submit them to the Financial Aid office. When your LiveScan has also cleared, Financial Aid staff will give you a **District Student Help Clearance Form**. Complete part 1 and take to your supervisor who will complete the rest and return it to Financial Aid.

Step 4 - The Financial Aid office will issue you a **Student Employee ID badge**. Coordinate your start date and schedule with your supervisor. Congratulations on your new job!

### ***Student Employee Rights and Responsibilities***

1. To remain eligible to work on campus as a student employee, students must be enrolled in and complete 6 units in each of the Fall and Spring semesters. International students must be enrolled in and complete 12 units in each of the Fall and Spring semesters.
2. Student employees are **prohibited** from working overtime from all jobs on campus. Overtime is defined as more than 8 hours in one day, more than 24 hours in one week, or more than 5 consecutive days.  

International students are limited to working 20 hours per week and must be enrolled in a minimum of 12 units.
3. Student employees are responsible for informing each supervisor of their schedule at all other on-campus jobs. Students must comply with student employment hour limitations and overtime policy.
4. Student employees are required to have a declared major and maintain satisfactory progress towards that major. As such, students are required to:
  - Enroll in and complete 6 units in each Fall and Spring semester
  - Must have a **cumulative** grade point average of 2.0 to be eligible for the Student Employee Program
  - Maintain a **term** grade point average of 2.0 or better each semester
    - Failure to maintain a **term** grade point average of 2.0 or better will result in termination from the student employment program.
  - To be reinstated into the student employment program, students must complete 6 units with a **cumulative** grade point average of 2.0 or better
5. Student employees are prohibited from the following while on duty:
  - Performing certificated and classified level work
  - Working alone with class, alone in division or department office, without immediate access to supervisor, and working from off-campus location with the exception of the America Reads Program
  - Sharing/using other employees' passwords
  - Having access to faculty records
  - Performing personal services for faculty, staff or manager
  - District work that is not paid through district payroll
  - Being supervised by a family member
  - Grading papers, entering grades, etc.
6. Student employees will perform their duties as outlined by their supervisor.
7. Student employees may not be employed for more than 4 years from when originally hired. Taking a semester off does not constitute a pause or restart of the clock.
8. Student employees may not work holidays or days when campus is closed.
9. Student employees are required to accurately complete an online timesheet and adhere to payroll deadlines. Failure to do so may result in termination from the student employment program.
10. Sierra College is a teaching organization, committed to training all employees to succeed in their position(s). However, it is important to know that student workers are employed "at will" (meaning a student worker may be dismissed for any reason without warning). All employees are protected under both federal and state employment laws, including anti-discrimination and anti-harassment laws and laws governing protected activities such as complaining about illegal activity and/or reporting health/safety violations in the workplace.

***I have read and understand my responsibilities as a student employee. Failure to comply with the above responsibilities will result in my termination from the student employment program.***

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 Print Name

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 Signature

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 Date

## ***Student Employees General Office Guidelines***

**CONFIDENTIALITY** – Family Educational Rights and Privacy Act (FERPA) sets forth requirements regarding the privacy of student records. All confidential/personal information accessed by employees is to be used to conduct Sierra College business only. You may not access any records including your own unless for legitimate Sierra College business, examples include but are not limited to student records, files, student petitions, any classroom work (whether graded or not including homework assignments, quizzes, tests, and student projects), staff and student evaluations, and student course grades. Personal information cannot be given to third parties (including parents and spouses) without prior written consent from the student.

**COMMITMENT** – You are expected to have a strong commitment to being on time to work. On time means you are at your workstation ready to work at the beginning of your shift. Please schedule any vacations or appointments during times you are not scheduled to work. If you must be away, you are expected to request time off at least 3 days in advance.

**NOTIFICATION PROCEDURE** - You will receive contact information for your office and supervisors upon employment. Follow the office protocol for reporting absences as early as possible before your shift begins.

**ATTENDANCE GUIDANCE** - Students are expected to work their assigned hours. Managers may establish progressive sanctions for multiple absences or accounts of tardiness. An unexcused tardy will result in the student starting work an hour later that same day (1 hour of pay is docked). An absence is excused with a doctor's note.

**BREAKS** – You are entitled to a 15 minute break if you work a 4-hour period. If you are working more than a 6-hour shift, you must take a half hour unpaid lunch. Lunches are scheduled to ensure proper office coverage. Please let someone know when you are leaving, even if it is just going to the restroom. Please take your break away from the office. Socializing in the office gives the wrong impression to our customers.

**RESPONSIBILITY FOR TIMESHEET** – You must submit your timesheet via the Web Time Entry process twice monthly. It is your responsibility to make sure that your time is accurately reflected. Falsification of time worked is misappropriation of District funds. If you are on work study or a district student, you must make sure that all of the appropriate paperwork is completed with the Financial Aid office prior to each semester. If you fail to submit your time sheet two sequential pay periods, you will be terminated from the student employment program. If you fail to submit your timesheet 3 times in a fiscal year you will be terminated from the student employment program.

**WORK ASSIGNMENTS** – You are responsible for staying busy and doing tasks to help the good of the whole team. Your supervisors are responsible for training and giving work assignments. Once your work assignments have been completed, please talk with your supervisor for additional tasks.

**PROFESSIONALISM** – You are expected to be professional at all times. We do not have an official dress code; however, we are on the front line and are the first contact for students, staff and our community. Student employees must dress appropriately for the area in which they work, as determined by the supervisor. Short shorts, ripped jeans, mid-drifts, etc. are not proper attire for the work environment. Student employees are frequently the first contact for customers and it is important to project a positive and professional impression (students are encouraged to be neat and clean at all times). Behaviors such as: visiting with friends, eating or drinking while working, unnecessary or noisy conversations, tardiness, and repeated absences prevent a student from getting their work done and placing unfair burdens on co-workers.

**CUSTOMER SERVICE** – You must be customer-focused at all times. We are often the first contact for student customers and the whole identity of the college. If you need assistance with a difficult student or situation, please talk to your supervisor. Be mindful of your surroundings and maintain professionalism, particularly where customers can overhear things you say.

**PERSONAL PHONE CALLS** – You must handle personal phone calls when you are on break. Please be sure to handle these calls somewhere other than in the office.

**AT WILL EMPLOYMENT** - Sierra College is a teaching organization, committed to training all employees to succeed in their position(s). However, it is important to know that student workers are employed “at will” (meaning a student worker may be dismissed for any reason without warning). All employees are protected under both federal and state employment laws, including anti-discrimination and anti-harassment laws and laws governing protected activities such as complaining about illegal activity and/or reporting health/safety violations in the workplace.

\_\_\_\_\_  
Student Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sierra College Staff Signature

\_\_\_\_\_  
Date

***Student Employee Evaluation***

Student Name \_\_\_\_\_ ID# \_\_\_\_\_

Department \_\_\_\_\_ Term/Year \_\_\_\_\_

**Instructions:** *The purpose of this evaluation is to provide student employees with constructive feedback which can be used to further enhance their skills and abilities. Please complete the following for annual evaluation, review with your student and keep in department/division office.*

	<i>Unsatisfactory</i>		<i>Satisfactory</i>			<i>Excellent</i>
<b>1. ACCURACY &amp; THOROUGHNESS OF WORK</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>2. ATTENDANCE &amp; PUNCTUALITY</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>3. ABILITY TO FOLLOW INSTRUCTIONS</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>4. QUALITY OF WORK</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>5. MEET DEADLINES &amp; ASSIGNMENTS ON TIME</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6. PROFESSIONALISM</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>7. WORKS WELL WITH OTHER STAFF</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>8. PERFORMS WELL UNDER PRESSURE</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>9. INITIATIVE &amp; INDEPENDENCE</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**Comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Would you like this student to continue employment within your department for next semester?* Yes No

**Supervisor Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Manager Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

*My supervisor has discussed this evaluation with me and I have reviewed it.*

**Student Employee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_