

# Sierra College

## ADMINISTRATIVE PROCEDURE

AP 7270

### Student Workers

Date Adopted:	6/8/2004
Date Revised:	6/9/2015
Date Reviewed:	12/12/2025
References:	Education Code 69960(f), 88003

### Federal Work-Study Program

To be eligible for the work-study program, Sierra College students must complete the Federal Student Aid Application, awarded eligibility by using the federal methodology, selected for a position, pass a Livescan, and complete all required hiring documents prior to the start of work. They must be enrolled in at least 6 units and cannot work more than 24 hours in a week during times when school is in session. Students must maintain a 2.0 GPA.

### District Student Help Program

Those Sierra College students who work in the District Student Help Program must be selected for a position, pass a Livescan, and complete all required hiring documents prior to the start of work. They must be enrolled in at least 6 units and cannot work more than 24 hours in a week during times when school is in session. Students must maintain a 2.0 GPA.

Procedures are implemented for the Student Employment Programs that addresses criteria for eligibility, procedures for request, supervision of student employees, and wage payment procedures.

All student employment categories are managed through the Financial Aid Office.

Current wage information is available through Human Resources.

See Board Policy 7270.