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Student Employment Services (SES)

Introduction

Our Mission: Student Employment Services is committed to matching the educational goals of its students to employment that promotes continued growth and human potential.

Student employment is intended to be a learning experience and a productive activity which supplements a student's academic program. We encourage supervisors and students to be aware of their responsibilities and to be active agents in making the employment experience a positive one.



The primary focus of Student Employment Services is to provide students with on- and off-campus employment. The following services are offered:

- On- and Off-Campus Job Placement/Development
- Internships, paid and unpaid
- EOPS and CalWORKs Employment/Internships
- Cooperative Work Experience Education
- Job Preparation Workshops
- Resume and Interviewing Assistance
- Job Fairs
- Student Worker and Supervisor Training
- Web Site Job Postings

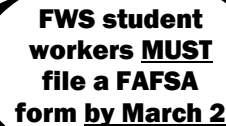
Employment Programs: Requirements

A variety of employment opportunities are available to students seeking employment. All job postings can be viewed through the SES webpages or in job binders at the SES office.

Federal Work Study (FWS)

FWS is federally subsidized employment available to students who demonstrate financial need.

Priority is given to those students who have completed the necessary paperwork by the appropriate deadlines. The length of a student's employment under FWS funding is based on the student's FWS award, pay rate and hours worked per week. Most FWS jobs are on campus; however, some Off-Campus FWS Community Service positions exist.



**FWS student
workers MUST
file a FAFSA
form by March 2**

To be eligible for employment, students must:

- Have been awarded federal financial aid
- Maintain satisfactory academic progress (2.0 overall GPA)
- Remain enrolled in a minimum (6) units

District Work Study (DWS)

- DWS is on-campus employment
- Not based on financial need
- Student is not required to be awarded financial aid.
- Remain enrolled in a minimum (6) units



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Employment Programs: Requirements

Off-Campus Employment

**Visit our job Student
Employment website
at:
www.swccd.edu/ses**

Off-campus employment is designed to assist students with finding employment regardless of financial need.

Students have been successfully placed in a variety of retail, clerical, industrial, recreational, financial, medical, and city/government positions.

Volunteering

Only students who are enrolled in a sanctioned program (CalWORKs, Cooperative Work Experience Education, Service Learning, class assignment, etc.) are authorized to volunteer in a position that would normally receive monetary compensation.



Student Employment Process

THREE EASY STEPS TO HIRE A STUDENT:

- 1. *Submit a Student Employment Request Form (SERF)***
- 2. *Select a successful candidate***
- 3. *Submit hiring paperwork for student processing/clearance***


1. Student Employment Request Form (SERF):

Supervisors need to submit a SERF for each student worker position. The SERF can be found at the Student Employment Website.

The SERF is used to identify the position and indicates the expectations, knowledge, skills and abilities required. It also establishes the appropriate budget and pay rate.

The SERF must be signed and submitted to the SES office via inter-department mail, or in lieu of obtaining signatures, the SERF may be e-mailed via the budget supervisor.

Upon receiving the SERF, SES will post an announcement of the position and begin referring students for interviews.



Questions? Contact
us at: (619) 482-6356

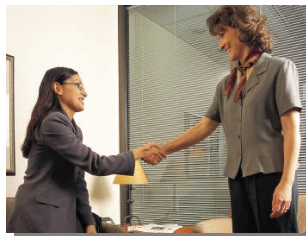


Student Employment Process: Selection

2. Select a Successful Candidate

Supervisors should use the Student Information Form (attached to the Job Referral Sheet) to assist with their student worker candidate selection process as it is tailored to provide them with pertinent information (e.g., financial aid award, employment skills, employment history, etc.) During the interview, the supervisor should provide the student with:

- A written job description
- Expectations unique to the department (i.e., dress code, attendance, timesheets, use of department equipment, etc.).
- The essential functions and responsibilities of the position.
- The department's policy regarding absenteeism, lateness, standards of conduct



In conducting interviews, all applicants should be asked the same set of questions to ensure fairness and accuracy in the selection process.

Once hired, the supervisor should reaffirm the responsibilities of the job, any expectations and then have the student sign the “**Student Worker Agreement**”.

Student Employment Process: Forms

3. Submit hiring paperwork for student processing/clearance:

If the student was a referral from SES:

- Write the student's name and hire date on the "Job Referral Sheet"
- Student submits SERF to SES together with their:
 - ➡ SWC student ID; **AND**
 - ➡ Social Security card

If the student was recruited by the supervisor:

- Prepare a SERF with the student's name at the top
- Student submits SERF to SES together with their:
 - ➡ SWC student ID; **AND**
 - ➡ Social Security card

SES will verify the student's eligibility for employment and complete the required payroll/hiring documents.

The timesheet and a "Student Worker Clearance Form" will be sent to the supervisor.

Supervisors are not to allow the student to work until a "Student Worker Clearance Form" is received.



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Hiring International Students

F1 Visa students are limited to work ONLY on campus in a District Work Study position for a maximum of 20 hrs per week.

Students must be enrolled in a minimum of 6 units during the regular semester.

Hiring of Minors

Student Workers below the age of 18 may work on campus if they:

- Provide a signed Work Permit (B1-4) to the SES office (not required if the student has a High School Diploma or GED).
- Enroll in at least 6 units.

Work Hours and Breaks

- Student workers are not allowed to work more than their approved hours. The following are the maximum allowable hours depending on their working status:

- Federal Work Study (FWS): 20 hours
- District Work Study (DWS) & Project: 20 hours



- Any unauthorized hours worked could significantly impact a student's tax status, FWS work award and may result in an over-award.
- Holiday work is not permitted unless approved by the Supervisor.

- ***Any time lost due to sickness, absence or holidays is not to be “made up” at a later date.***

BREAKS: 15-minute paid break **IF** they work four consecutive hours, and two 15-minute paid breaks if they work eight hours.

LUNCH: ½-hour unpaid lunch or dinner break **IF** they work more than four consecutive hours.

Break times are to be coordinated with the supervisor.

Sick Leave

Student Workers earn 1 hour of paid Sick Leave for each 30 hours worked. A maximum of 24 hours can be used each school year. Students can begin using accrued sick leave after 90 days of employment. Any unused sick leave will be carried over (Max of 40 hrs) from year to year; however, it will be lost if a break in employment of one year occurs. Supervisors will indicate Sick Leave usage on the timesheet and Payroll will indicate accrual/usage on the monthly paystubs. Supervisors should review the students last paystub to ensure enough sick leave has been accrued.

Rate of Pay

Student workers are paid either the federal, state or local minimum wage, whichever is greater.

Timesheets

Timesheets are distributed once a month. The District will not process timesheets unless they are completed properly:

- Timesheets must be completed in **ink only**.
- Only time worked should be recorded.
- Time worked is indicated by writing the total number of hours worked (ie: 3.5) per day, not the scheduled work hours (ie: 1:30-5:30). At the end of each work week, total the number of hours worked for day and evening (After 5:30pm) employment.



Timesheets/Continued

- Do not use liquid correction products. Errors should have a single line drawn through them, the correct data written and then initialed.
- Evening hours recorded are for hours worked **after 5:30 p.m.** or on Sundays. An additional \$.50 per hour will be paid for these hours.
- The student and supervisor must sign the timesheet for the actual hours worked and submit the timesheet within 24 hrs after pay period ends.
- Student worker pay warrants are released to the college on the last day of each month. If the last day falls on a weekend or holiday, warrants will be released on the preceding workday.
- Pay warrants are to be picked up from the Cashiering Office, in the Student Services Center, Bldg. 1400. Bring proper photo ID, such as your student ID card or driver's license.

Resignations /Terminations

- Call or e-mail SES regarding any resignations or terminations.
- Return unused timesheets.

Rehires

- Supervisors who plan to rehire their students for the summer or the new school year need to submit a "Rehire Request Form" to SES by May 1.

Rehires/Continued

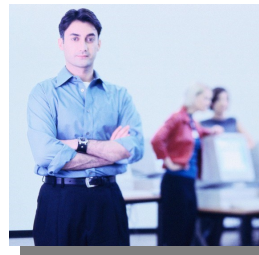
- Students hired through FWS cannot work past the last day of the spring semester. Summer employment is a new term and eligibility must be re-determined.
- Students hired through DWS/Project funds may work until June 30 if funds are available.
- SES will verify the student's eligibility for rehire and inform the supervisor via a weekly "Rehire Status Report".

Multiple Sources of Employment

If approved by SES Supervisor, students *may* work under multiple pay sources or in two or more departments; however, the student **must not work more than a total of 20 hours** per week.

Working for a Relative

Students who are family members of College staff are not permitted to work in offices where they would be subject to being directly supervised by a relative.





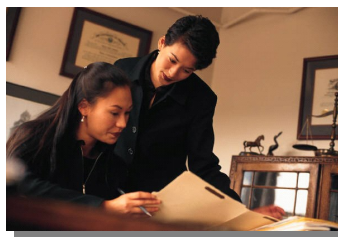
Supervisor Guidelines: Responsibilities

The supervisor plays a key role in the employment program.

A supervisor is responsible for making the assignment not just a job but an opportunity for students to learn and test new skills while they earn.

Roles of a Supervisor:

- Trainer
- Mentor
- Manager
- Leader



Supervisor Responsibilities:

- Determines and create a job description for each student position in the department.
- Reviews the position description with the student worker.
- Ensures student receives specific safety training related to the specific workplace and job duties (Powertools or equipment, Chemicals, Hazardous materials, ect.)
- Ensures each student reads the online **Student Employment Services Handbook** and **Safety Training PDF**.
- Ensures students are eligible to begin working (processed and cleared by SES).
- Ensures students attend a “Student Worker Training” as soon as possible after initial hiring or as needed.

Supervisor Guidelines: Responsibilities

- Ensures student worker timesheets are properly completed, signed and submitted in a timely manner.
- Ensures students do not exceed their authorized weekly hours.
- Notifies students of paydays and other payroll related information deemed appropriate
- Informs SES regarding resignations or terminations.
- Provides the students with feedback on their performance in a timely manner.
- Ensure all work related injuries are reported to SES and Fiscal Services.

Student Worker Guidelines: Rights

On campus positions are an educational opportunity to enhance a student's college experience. By accepting campus employment, the student is accepting the responsibilities of that employment. In this regard, certain guidelines and responsibilities have been established for the student.

The development of good work habits is vital to a student's career. Student workers are expected to maintain high standards on the job that reflect well on both the student and the College.



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Student Worker Guidelines: Rights

Students should maintain a good relationship with their supervisor since future employers may seek a recommendation from the College.

Student Worker Rights:

- A specific job description, as well as the supervisor's expectations and standards.
- A clearly defined work schedule indicating the number of hours to be worked per week.
- Adequate training to perform assigned tasks.
- A safe and sanitary work environment.
- Clear explanation of the procedures for submitting completed timesheets.
- Instructions regarding procedures to be followed if the student cannot report for a scheduled work period.
- A procedure for stating concerns related to the job or supervisor.



Student Worker Guidelines: Responsibilities

Student Worker Responsibilities:

- Complete all hiring paperwork in a timely manner.
- Become familiar with information provided regarding the terms of student worker policies.
- Provide supervisor with a copy of class schedule.
- Understand the specific job responsibilities, as well as the supervisor's expectations and standards.
- Observe specific unit work rules and safety requirements.
- Notify supervisor if unable to work their assigned time due to illness or other acceptable reasons. Give sufficient advance notice when possible.
- Perform tasks in an efficient and timely manner.
- Use time productively and avoid socializing on the job.
- Perform assigned duties of official business only. Not completing personal work.
- Be courteous at all times with the supervisor, other department workers, and guests.
- Dress appropriately for the position.
- Report all work place injuries to both the supervisor and the Student Employment Service office soon as possible.

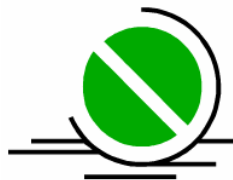




Student Worker Guidelines: Prohibitions

Performance Prohibitions

- Unauthorized disclosure of confidential information or falsifying information.
- Personal business is not to be conducted on the job (i.e., completing homework, using the telephone or computer for personal business, etc.).
- Improper use of any college property including office supplies, equipment, mail or phone service.
- Threatening, attempting, or doing bodily harm to another person.
- Use of alcohol or illegal drugs during work hours or reporting to work under the influence of such.
- Possession of illegal weapons.
- Falsification of hours and/or signatures on timesheets.
- Theft of money, equipment, or other property.



Southwestern College adheres to the Privacy Act of 1974, Family Education Rights and Privacy Act, and the Information Practices Act of 1977. Both are designed to provide protection for individuals by public agencies. Student workers are to regard any information they have access to, on students or staff, as confidential.

Standards of Conduct and Sanctions

Students are subject to immediate dismissal from their campus employment for:

Not reporting to work as scheduled without a legitimate reason and/or without calling their supervisor.

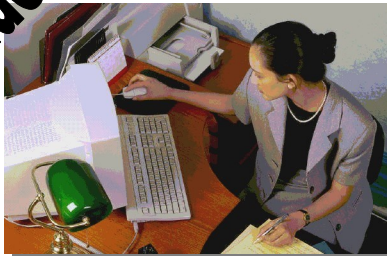
Falsification of information on time sheets.

Improper or insufficient skills (computer competency, literacy, etc.) need to perform the job assignment.

Breaches of confidentiality of student records.

This list is not comprehensive and supervisors may deem other actions inappropriate thus resulting in reasonable cause for termination. We encourage on campus supervisors to contact us with questions regarding these matters.

Confidential





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Standards of Conduct and Sanctions/Continued

**Students are hired as Student Workers
with no job rights regarding continued
employment from semester to semester
or year to year.**

Students can be released "**At Will**" from duties at any time.

If a student's performance or behavior on the job is unsatisfactory, the immediate supervisor should discuss the situation with the student.

If sufficient improvement does not occur, the supervisor, along with the student, should develop a written notice stating the deficiencies and a time period in which improvement is expected.

If the improvement is not satisfactory within the given time period, the student should be referred to the Student Employment Office to explore other employment options.

Grievance Procedures

If a student worker has a grievance, they should meet with their immediate supervisor and make an earnest attempt to resolve the problem.

If they still feel that the situation has not been satisfactorily resolved or do not feel comfortable with discussing the issue with their supervisor, they should speak with the Student Employment Services Supervisor.

Student Worker Training

Student worker training is offered once each semester and is designed to help students become more confident employees and good team players.

Training covers a wide variety of topics, including effective telephone skills, going the extra mile, and handling complaints and other difficult situations.

Although it is not mandatory, we encourage supervisors to send their new student workers and any others who may need a refresher. Supervisors are expected to provide necessary training specific to their work place.





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Strategies for Advancement

Maintain an excellent attendance record.

The first step on the ladder of success is reliability.

Reliability

Is the best ladder to success

Your supervisor must know he or she can depend on you. Take steps to solve any problems that cause you to be habitually late or absent. If you can't solve the problems that cause your absenteeism or tardiness by yourself, tell your supervisor about them. Perhaps a more flexible working schedule can be arranged to enable you to get to work on time.

Leave personal troubles at home. Come to work ready to concentrate on your job. If your mind is elsewhere, you can't hope to be effective, and you're likely to make costly errors.

Meet deadlines. Deadlines are established for a purpose. Complete a task within a specific time frame and you contribute toward an orderly work flow. Miss your due date, and you turn into a bottleneck. If you don't think you can complete an assignment on time, tell the person who gave you the work. Ask if the deadline can be extended, or if you can get some help to complete the task. But don't make a habit of it.

Strategies for Advancement/Continued

Listen carefully and follow instructions. Train yourself to listen attentively. Make eye contact with the speaker. Ignore distractions. Concentrate on the new information. Ask questions, remember the answers. Once you master the art of listening, you'll improve your accuracy, save valuable time, and move ahead quickly.

Be cooperative. If your supervisor asks you to do something that's not your responsibility,

never say: "That's not my job."

You might say something like, "Sarah handles that area now. Would you like me to ask her to do this for you?" If someone besides your supervisor asks you to help out on a task, be cooperative.

If you're working on another project, check with your supervisor first before abandoning the work to help out elsewhere.

Keep an open mind.

- Remember that learning new skills offers opportunities for becoming a more valuable worker.
- Keep your mind open to new ideas and techniques and you'll keep growing in value and stature.

