



# LOS RIOS COMMUNITY COLLEGE DISTRICT INTENT TO EMPLOY - STUDENT EMPLOYEE

Directions: PRINT OR TYPE ONLY, additional information on REVERSE side.

Employee ID (same as Student ID): \_\_\_\_\_

## Work Location

ARC	EDC	FM
CRC	Ethan	SCC
DO	FLC	Other

Name \_\_\_\_\_  
 Last, First, M.I. Note: Name on Intent and Social Security card **must** be the same.

### EMPLOYEE COMPLETE:

#1. As a Student Help/Federal Work Study (SH/FWS) employee, my work hours will not exceed 26 hours per week while classes are in session. If I am an international student with F-1 status, then my work hours will not exceed 20 hours per week while classes are in session.  
 #2. I understand that to be employed as a SH/FWS employee, I must maintain a minimum enrollment of 6 units with the Los Rios Community College District (CCD). If my enrollment with Los Rios CCD falls below 6 units, I will notify my supervisor immediately and will have to stop employment in the capacity of a SH/FWS employee immediately.  
 #3. Are you related to anyone employed by Los Rios? No / Yes  
 If "Yes", provide name/relationship/campus/department: \_\_\_\_\_  
 The above information has been gathered by the Hiring Supervisor/College Representative noted below and the employment limitations have been relayed to the Employee being hired.

Hiring Supervisor/College Representative Name: \_\_\_\_\_

**FIRST TIME LRCCD EMPLOYEE ONLY:** e-mail address: \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Street Address: \_\_\_\_\_ City / Zip \_\_\_\_\_

(Address/Phone changes must be made for returning hires, by submitting a Change of Address/Name form to Human Resources.)

Employee Type: Student Help (job code 0001/Account-2303/2313) Federal Work Study (job code 0002/Account-2304/2314)

Department ID: \_\_\_\_\_ Department Name (spell out): \_\_\_\_\_

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Hourly Rate \$: \_\_\_\_\_

Position #:	_____	Budget #	_____ / _____ / _____	Account	Fund	Org / GL Dept. ID	Program	Proj / Grant
		Budget #	_____ / _____ / _____	Account	Fund	Org / GL Dept. ID	Program	Proj / Grant
		Budget #	_____ / _____ / _____	Account	Fund	Org / GL Dept. ID	Program	Proj / Grant
		Budget #	_____ / _____ / _____	Account	Fund	Org / GL Dept. ID	Program	Proj / Grant

**HIRING SUPERVISOR TO COMPLETE\* - Note to Supervisor:** If employee will be working in the same department as a relative, contact Human Resources at (916)568-3107 before submitting intent.

**PeopleSoft Access Required?** Yes / No  
**Has Occupational Exposure?** Yes / No  
**Criminal Background Check Required?** Yes / No  
**Working in a Community Swim Area?** Yes / No

Department Supervisor's Name \_\_\_\_\_

### TO BE COMPLETED BY COLLEGE-The following forms are completed and attached:

- Compliance Checklist Signed by Employee
- Demographic Information Form
- Employee FERPA Agreement
- Hepatitis B Vaccination Acceptance or Declination Form, **if applicable\***
- I-9 (plus appropriate attachments)
- Live Scan Receipt/Employment Eligibility Disclosure Form/P-881, **if applicable\***
- New Employee Training Checklist
- Notice of Exclusion from CalPERS Membership-Student Help/Federal Work Study
- Notice of Worker's Compensation
- Oath of Allegiance
- Predesignation of Personal Physician (Optional)
- Social Security Card photocopy (required for IRS purposes)
- SSA-1945
- Statement of Mandated Reporter
- All appropriate paperwork on file

### VPA/DO/FM Administrator: Signature & Date

#### TO BE COMPLETED BY DISTRICT HUMAN RESOURCES

**Citizenship:**  
 Other \_\_\_\_\_  
 Perm Res \_\_\_\_\_  
 Ref Asyl \_\_\_\_\_ DOJ Date \_\_\_\_\_  
 Student Visa \_\_\_\_\_ Birthdate \_\_\_\_\_  
 US Citizen \_\_\_\_\_  
 Authrzn to Work \_\_\_\_\_ Date Input \_\_\_\_\_  
 Expiration Date \_\_\_\_\_  
 Gender: M / F / N \_\_\_\_\_ Emp. Rcrd# \_\_\_\_\_  
 Ethnic Code: Y / N \_\_\_\_\_ **Complete**  
 Disability: Y / N \_\_\_\_\_

## DIRECTIONS FOR STUDENT EMPLOYEE INTENT TO EMPLOY

### DEPARTMENT SUPERVISOR

The Supervisor/Manager approving the intent form must be an employee paid off of the Supervisor or Manager Salary Schedules. Please contact Human Resources for questions on who is authorized to sign as a Supervisor/Manager.

### ADMINISTRATOR APPROVAL

The employee approving the intent form as the Administrator must be listed on the Authorized Signer List. Please contact Human Resources for questions on who is authorized to sign as an Administrator. An employee **cannot start** working until approval has been received by the supervisor from the Administrator.

### PEOPLESOFT ACCESS REQUIRED

If this intent is for an employee who requires PeopleSoft access in order to complete their job duties in this position, make sure to check "Yes" to the question listed on the intent. For rehires/extensions, intents must be received 3 weeks **prior** to the end date of the previous intent to ensure the employee maintains access. To request PeopleSoft access for new hires or rehires that have lost access, the hiring supervisor must also submit the access request form which is available at: <https://employees.losrios.edu/technical-support/system-access-requests>

### E-MAIL ACCESS

A LRCCD e-mail will automatically be generated for a new employee after the Intent to Employ has been processed by Human Resources.

### CRIMINAL BACKGROUND CHECK (FINGERPRINT REQUIREMENT)

Per board regulation R-2631 it is determined by each campus/supervisor if this student position requires a criminal background check. The employee can start work as long as they provide proof of completion of the criminal background check (Live Scan Receipt). It is the responsibility of the college to end employment immediately if the employee does not pass the background check. An Employment Eligibility Disclosure Form is to be given to any employee that you are requiring a background check on and a P-881 form must be given, if applicable.

### MINIMUM QUALIFICATIONS REQUIREMENT(S) FOR COMMUNITY SWIM AREA EMPLOYEES

The following are required:

- A.) Unexpired CPR/AED Training for Lifeguards (accepted cards: CPR/AED for lifeguards; OR, CPR for the Professional Rescuer; OR, ProCPR with AED; OR, equivalent card); **and**
- B.) Unexpired First Aid Training for Lifeguards (examples of accepted cards: Lifeguarding/First Aid; OR, Lifeguarding Training & First Aid; OR Title 22 - First Aid for Public Safety Personnel AND Lifeguarding; OR, EMT AND Lifeguarding; OR, equivalent card).

The hiring supervisor must ensure the Student Employee has this training and includes copies of the cards with the Intent to Employ.

### OCCUPATION EXPOSURE/HEPATITIS B VACCINATION ACCEPTANCE OR DECLINATION FORM and BLOODBORNE PATHOGEN TRAINING

Student Employees working in areas that have occupational exposure to blood or other potentially infectious materials must, per Occupational Safety and Health Administration (OSHA), submit a "Hepatitis B Vaccination Acceptance or Declination Form" and complete an annual "Bloodborne Pathogens Training" with Los Rios Community College District. Directions to download the Hepatitis B Vaccination Acceptance or Declination form and to complete the on-line Bloodborne Pathogens training are on the Employee's Copy of the Compliance Checklist. It is the responsibility of the HIRING SUPERVISOR to determine if the Student Employee has occupational exposure to blood or other potentially infectious materials. Refer to the Los Rios Exposure Control Plan for Bloodborne Pathogens located at: <https://employees.losrios.edu/training/compliance-and-safety/safety-programs/bloodborne-pathogen-program> for further information about Hepatitis B.

### LIMITATION/ELIGIBILITY

Student Employees are not allowed to work concurrently in a Temporary Classified assignment within Los Rios. A student employee shall be employed for no more than twenty-six (26) hours per week [or twenty (20) hours per week, if an international student with F-1 status] during a semester and no more than forty (40) hours per week between semesters. Student employees must maintain at least six (6) credit hours of study during a semester, or if working between semesters, during the semester immediately preceding or following the intersession.

### PAYRATE

To view the Student Employee Salary Schedule, refer to the Los Rios website (<https://www.losrios.edu/>, click on "Employees", click on "HR & Benefits", click on "Human Resources", click on "Salary Schedules", under "Classified (Support) Staff" section then choose "Student Employee Salary Schedules".

### QUESTIONS

For any questions, please call Human Resources, Classified Specialist at (916) 568-3107.