

1.0 Categories of Student Employment

- 1.1 Work study employment is a form of financial aid available only to those students deemed eligible by a College Office of Financial Aid.
- 1.2 Student help employment is available to all students who meet the criteria set forth in this regulation.
- 1.3 CalWORKS Work-Study Program employment is available to eligible recipients of Temporary Aid to Needy Families (TANF).
- 1.4 Unless otherwise specified, these regulations shall apply to all student employees.

2.0 Eligibility

- 2.1 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.

3.0 Limitations on Employment

- 3.1 A student shall be employed for no more than twenty-six (26) hours per week during a semester and no more than forty (40) hours per week between semesters.

4.0 Job Qualifications

- 4.1 Student employees must be able to perform the essential functions of the position with or without reasonable accommodation.

5.0 Criminal Background Check

- 5.1 Each College and the Los Rios Community College District Office shall establish a list of departments or assignments where student employment requirements include a criminal background check. These departments or assignments shall include the Child Care/Early Child Development Centers and may include other assignments that include the handling of cash or access to sensitive data.
- 5.2 Applicants for student employment covered by section 5.1 shall be fingerprinted at the State Department of Justice or other qualified law enforcement agency.
 - 5.2.1 For assignments with the Child Care/Early Child Development Centers, both Department of Justice and Federal Bureau of Investigation background checks shall be required and must be completed prior to employment.
 - 5.2.2 For all other assignments, employment may commence immediately after fingerprinting even if prior to clearance being obtained by Human Resources.

- 5.3 Applicants for student employment covered by section 5.1 shall not be required to pay for fingerprinting.
- 5.3.1 For assignments with the Child Care/Early Child Development Centers, the District shall pay the costs of fingerprinting and processing. For these assignments, if the District desires an expedited process, the District shall pay the cost of the expedited process.
- 5.3.2 For all other assignments, the College shall pay the costs of fingerprinting and processing. For these assignments, if the College desires an expedited process, the College shall pay the cost of the expedited process.
- 5.4 A student employee shall be disqualified to work in any of the assignments identified in section 5.1 for any of the following reasons:
- 5.4.1 Conviction of a misdemeanor involving sex offenses, controlled or illegal substances as defined in Education Code sections 87010 and 87011, respectively, or of any felony, or a determination that the individual is a sexual psychopath (Ed. Code §88023)
- 5.4.1.1 Exception: Applicants having official certificates of five-year rehabilitation from controlled or illegal substances convictions may be considered for employment. (Education Code § 88022)
- 5.5 A student who is disqualified from employment under section 5.4 may receive an alternate assignment in a department or assignment other than those identified by the College or District pursuant to section 5.1.
- 5.6 Police records shall be shown only to those with the legal right to see them.

6.0 Job Rights and Benefits for Student Employees

- 6.1 Student employees shall not establish permanence with the District and may be terminated at any time with or without cause.
- 6.2 Student employees shall not be entitled to receive District benefits.

7.0 Supervision

- 7.1 Any District employee may supervise a student employee.
- 7.2 Termination of a student employee shall be approved by a supervisor or manager.

8.0 Discrimination/Sexual Harassment

- 8.1 Employment policies protecting classified employees from unlawful discrimination and sexual harassment shall be applicable to employees.

Adm. Regulation Reviewed:

Board Policy: [P-2631](#)