

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7304 Student Employment

Reference: Education Code Section 88003

1. Qualification for Student Employment

In order to qualify for student employment a student must be enrolled in a minimum of six (6) semester units in the semester in which the student is employed. During an intersession (winter and/or summer) a student need not be enrolled in any units for the particular intersession provided there is sufficient reason to believe the student will enroll in a minimum of six (6) semester units for the following spring or fall semester.

2. Limits on Student Employment

During the fall/spring semesters student employees are only permitted to work part-time which is defined as no more than twenty (20) hours per week. During an intersession (winter/summer) a student employee may be assigned up to forty (40) hours per week.

A student employee may not be employed by the District in any other capacity (e.g. temporary employee, professional expert or regular classified employee) during the time period of the student employment.

Student employees are not eligible for health benefits or paid leaves of absences

International students in lawful status may only be employed as a student employee for positions on campus. International students may work the same number of hours as set forth above.

Student employment may not result in the displacement of classified personnel or impair existing contracts for services.

A student employee may not begin working until after he/she has been processed by the Office of Student Employment Services.

Board Approved 02/07/12
Desk Review 08/26/13