



# GAVILAN COLLEGE

## Student Worker Handbook

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**Prepared By**

Document Owner(s)	

**Student Worker Handbook Version Control**

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## **OVERVIEW OF HANDBOOK**

This document has been developed in order to familiarize student employees with the student worker positions at Gavilan College and to provide information about key policies, procedures, and benefits affecting student employment. Student workers must read this manual and are encouraged to ask your supervisor for clarification as needed.

### **Welcome, Student Worker!**

Welcome! Your work experience here will become an important part of your education and training to succeed in the workforce after you leave Gavilan. This may be your first job or you may be a seasoned professional already. Either way, this manual is intended to help you by answering your employment questions and by serving as a reference during your employment.

### **Note on Terms**

For the sole purposes of this Student Worker Handbook, the terms “supervisor” and “supervising administrator” are used and assigned the responsibilities as follows:

#### **Supervisor Definition and Responsibilities**

Each student worker is assigned a “supervisor” to oversee and direct work assignments. A supervisor is a faculty member (certificated employee), professional support staff (classified employee), or confidential employee. The supervisor is responsible for assuring that the student worker follows all rules, works the correct prescribed number of hours, and reviews timesheets for accuracy.

#### **Supervising Administrator Definition and Responsibilities**

The “supervising administrator” is a Director, Dean, or Vice President or other designated management employee that supervises faculty, professional support, or confidential staff. The supervising administrator is responsible for ensuring that the supervisor is meeting their responsibilities to oversee and direct work assignments of the student worker. Payment of the student worker is authorized by the supervising administrator.

### **Changes in Policy**

This manual supersedes all previous student employee manuals and memos.

While every effort is made to keep the contents of this document current, Gavilan College reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the manual with or without prior notice to employees.

The most current handbook can be found on the [Gavilan College Human Resources](#) webpage.

## **EMPLOYMENT POLICIES**

### **Employment Status**

[AP 7270](#): The District may employ students on a part-time basis outside of the classified service. A student enrolled in 6 or more units per semester may work part-time as a student employee for no more than 20 hours per week. A student employee may work up to 24 hours

per week during the summer session, and when school is not in session (winter break, spring break). Students must complete the employee's pre-employment processing before beginning employment. The Human Resources Department determines the student hourly pay rates. The CalWORKs Program determines the CalWORKs Work Study hourly pay rates.

**CalWORKs Work Study Program:** Students in the CalWORKs Program must be enrolled in 6 credit units or 6 noncredit equivalent hours. Students in the CalWORKs Program may work up to 29 hours per week during the summer session, and when school is not in session (i.e. winter or spring break).

### **Employment Classification and Overtime Pay**

Employment classification: Student workers are considered part-time temporary, meaning that you have no other employment benefits and can be terminated at will.

Restriction on hours per week: Because statistics show that students who work more than 20 hours/week have a significantly lower academic success rate than those who work fewer hours, student workers must agree not to work over 20 hours in any week, hours at all on-campus jobs combined, except during break periods when school is not in session (fall, winter and spring breaks). For CalWORKs exceptions, see AP7270.

Employment does not guarantee a minimum number of work hours or continued employment.

### **Evaluation Period for Student Workers**

Student workers are evaluated once per semester. At the supervisor's discretion, a student worker's performance may be monitored and evaluated without notice at any point during and at the end of employment.

### **Change of Personal Data**

Any change in a student worker's name, address, or telephone number should be reported in writing without delay to the direct supervisor and Human Resources Department.

Any additional change to marital status, dependents, or insurance beneficiaries, or a change in the number of tax withholding exemptions, needs to be reported in writing without delay to the Human Resources Department.

### **Personal Property**

While the workplace may offer space for student workers to place personal property, Gavilan College assumes no risk for any loss or damage to personal property and recommends that all employees refrain from leaving personal property unattended while working.

### **Visitors and Private Business in the Workplace**

For safety, insurance, and other privacy and business considerations such as the Federal Education Right to Privacy Act (FERPA), only authorized visitors are allowed in the workplace.

Student workers should not invite or allow visitors, including but not limited to children, into the work area at any time without a supervisor's approval.

## **STANDARDS OF CONDUCT**

### **General Guidelines**

All student workers are urged to become familiar with the rules and standards of conduct for the specific office or program they are assigned to. In addition, upon hire students are given a student employment packet from Human Resources and may refer to the policies and procedures of Gavilan College in this packet. Student workers are expected to follow these rules and standards faithfully in doing your own jobs and conducting business.

### **Attendance and Punctuality**

Gavilan College expects student workers to be ready to work at the beginning of assigned daily work hours, and to reasonably complete their projects by the end of assigned work hours. Student employees are not permitted to study or conduct other personal business during your scheduled work hours except in special circumstances and with your direct supervisor's knowledge and consent.

### **Work Schedule**

Student employees may not set your own hours and are expected to work only as scheduled by your employers, not to exceed 20 hours per week.

Student workers must maintain good academic standing and satisfactory academic progress (SAP) and be enrolled in a minimum of 6 units to be employed. Students who stop attending or drop all classes must not work past your last date of attendance. Students that fall into academic/progress probation or dismissal must immediately notify your supervisor of the situation, and the supervisor will have the discretion, based on circumstances, to either terminate or develop a work plan for continued employment. Students should also contact financial aid to learn how dropping classes will affect your financial aid.

### **Absence and Lateness**

From time to time, it may be necessary for an employee to be late or absent from work. Gavilan College is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise. It is the responsibility of all student workers to have the correct supervisor contact information and contact them before your expected work time if you will be absent or late. Repeated lateness or absence or repeated failure to notify the supervisor ahead of time could result in termination.

### **Unscheduled Absence**

Absence from work for three (3) consecutive assigned work days without notifying your supervisor will be considered a voluntary resignation.

## **Meal and Break Periods**

Gavilan College encourages student workers to take breaks and provides a paid rest period of fifteen (15) minutes for every two hours and thirty minutes (2.5 hours) worked for shifts not allowing a meal break. As a general rule, student workers who work a shift of 6 or more consecutive hours are required to take an unpaid 30-minute meal break at or near the midpoint of your shift. Student workers who work a shift that exceeds 5 hours per day should arrange to take an unpaid 30-minute meal break during the midpoint of your shift.

Student workers who work an 8-hour shift are allowed up to a one-hour unpaid meal break at or near the midpoint of your shift. Unpaid break periods must be accurately reflected on the student worker's timesheet. Repeated failure to do so might result in termination. No more than 8 hours can be worked in one day.

Student workers should work with your supervisor to arrange reasonable meal and/or rest breaks.

## **Weekends and Holidays**

Student workers are allowed to work on weekends if assigned to do so by your supervisors. Student workers are not allowed to work on campus holidays.

## **Ethical Standards**

Gavilan College insists on the highest ethical standards in conducting its business. When faced with ethical issues, student workers are expected to make the right professional decision consistent with [Gavilan College's principles and core values](#) and the [Student Rights, Responsibilities, and Academic Standards Handbook](#).

## **Confidential Information and Nondisclosure**

By continuing employment with Gavilan College, student workers agree that you will not disclose or use any of Gavilan College's confidential information, either during or after your employment. Gavilan College assumes an obligation to maintain confidentiality, even after a student worker leaves Gavilan College's employ.

Since every student worker has the potential to come into contact with confidential material, you must complete provided FERPA training.

## **Dress Code**

Student workers are expected to present a clean and professional appearance while representing Gavilan College. Dressing in a fashion that is clearly unprofessional, that is deemed unsafe, or that negatively affects Gavilan College's reputation or image is not acceptable. Student workers should discuss dress code with your direct supervisor, as different jobs may require different dress codes.

## **Health-Related Issues**

Student Workers who become aware of any health-related issue that may affect your job performance should notify your supervisor that their job performance could be affected as soon as possible.

Student workers who are taking a medication prescribed by the doctor that may impair your ability to work should notify your supervisor of the need for personal sick days.

## **Work-Related Communication**

All work-related communication will be sent through official campus email (@my.gavilan.edu) or through iLearn.

Student workers should not give out personal contact information, including phone numbers and email addresses, as part of the duties of your position. If communicating with students or others is an essential function of the position, the supervisor will provide an appropriate means of communication.

## **Lawful Use of Internet and Computer Software**

Student employees are responsible for using the Internet in a manner that is ethical and lawful. Use of the Internet must not interfere with employee productivity.

Gavilan College does not condone the illegal duplication of software, music, or other copyright-protected material. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that “it is illegal to make or distribute copies of copyrighted material without authorization” (Section 106). The only exception is the user’s right to make a backup copy for archival purposes (Section 117). Student workers who violate copyright law may be terminated and fined.

## **Use of Equipment, Computer, Phone, and Mail**

Gavilan College will provide student workers with the equipment needed to do your job. None of this equipment should be used for personal use nor removed from the physical confines of Gavilan College—unless it is approved for a job that specifically requires the use of the equipment outside the physical facility.

Gavilan College property, including computers, phones, electronic mail, and voicemail, should be used only for conducting business. Incidental and occasional personal use of company computers, phones, or electronic mail and voice mail systems is permitted, but information and messages stored in these systems are considered the property of Gavilan College and will be treated no differently from other business-related information and messages.



## **Return of Property**

Any Gavilan College property issued to student workers must be returned to Gavilan College at the time of termination or end of employment. Student workers may be responsible for the replacement cost of any lost or damaged items.

## **Harassment and Violence in the Workplace**

Gavilan College does not tolerate workplace harassment. Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, email jokes or statements, pranks, intimidation, physical assaults or contact, or violence.

Gavilan College does not tolerate sexual harassment. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile, and intimidating working environment and prevents an individual from effectively performing the duties of their position.

Gavilan College does not tolerate workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect Gavilan College or which occur at Gavilan College, in both physical and virtual spaces, will not be tolerated.

Report non-emergency/non-life-threatening incidents to Campus Safety by calling 408-710-7490. Report any potential incidents to your direct supervisor or complete the Gavilan College [Incident Report](#).

## **Safety and Emergency Information**

Student workers should familiarize yourselves with Gavilan's [safety and emergency information](#).

Student workers should report all work-related injuries and accidents immediately to your supervisor.

For non-emergency assistance, call 408-848-4703, or 408-710-7490. In case of a life-threatening emergency, call 8-911 from any campus phone.

## **Smoking Policy**

Smoking is only permitted in designated areas. Student workers can utilize such areas during your break periods.

## **Drug-Free School & Campuses Act**

Student workers should familiarize yourselves with the [Drug-Free School & Campuses Act](#).

## Solicitations and Distributions

Requesting donations for any cause during working time and in working areas is not permitted without a supervisor's permission. Student Workers are not permitted to distribute non- college literature in work areas at any time during working time without a supervisor's permission.

## Complaint Procedure

Student Workers are subject to and protected by the [Student Rights, Responsibilities, and Academic Standards Handbook](#).

## Employment Termination

Student Workers are responsible for understanding and adhering to the [Student Rights, Responsibilities, and Academic Standards Handbook](#).

It is the goal of Gavilan College that the student worker experience be instructive to the student as to successful employment performance and behavior. Therefore, student workers with performance issues may be given additional training and opportunities to improve. However, the immediate supervisor has the right to terminate the student worker at any time.

Student Workers who fail to meet the minimum qualifications for the position may be terminated. Students who repeatedly fail to report to work as scheduled without prior notice may be terminated.

## COMPENSATION POLICIES (How to Get Paid On-Time, Every Time)

### Base Compensation

Compensation may vary based on roles and responsibilities, and in compliance with all applicable laws. Student Workers' hourly wage must be no lower than minimum wage and appropriate for the environment and relative wages of fellow employees in comparable positions. Student Employees are eligible for step increases, after the completion of working two semesters. Work study students may only earn up to the limit of their work-study award and are not eligible for salary bonuses.

Student workers' hourly wages are determined according to the following pay scale:

Step (Year)	Hourly Rate
Step 1 (Year 1)	Minimum wage +\$.50
Step 2 (Year 2)	Minimum wage + \$1.50
Step 3 (Year 3)	Minimum wage + \$2.50

## **Step / Year Increases**

Student workers are eligible to receive a step increase after the completion of working two (2) semesters. The step increase will become effective on the first day of January or July, based on service.

Example 1: Student A begins work on August 24, 2020 at the Step 1 (Year 1) pay rate. Student A will move to the Step 2 (Year 2) pay rate effective July 1, 2021 as long as they have worked during both the Fall 2020 and Spring 2021 semesters.

Example 2: Student B begins work on the same day (August 24, 2020) but does not work during Spring 2021. Student B will move to Step 2 (Year 2) once they complete a second semester of work.

Student workers are required to complete additional training in order to work as Peer Mentors and/or Tutors. Therefore, effective October 21, 2020, the initial placement for new Peer Mentors and/or Tutors will be Step 2.

## **Work-Study Award Limits and Time Period**

Student Workers may not begin work any earlier than the official beginning date for the academic year and/or summer as posted on Gavilan Joint Community College District's academic calendar and the point at which all hiring paperwork is completed and if necessary a successful background check is completed, whichever is latest. Student workers also may not work past the end dates as noted on the academic calendar. Employees are responsible for tracking your earnings.

Students may only receive compensation for the hours that you earn through work. Students may not add time you have not worked to your timesheet for any reason.

## **Time Submission Procedures**

Students are required to submit your time worked each month to receive monetary compensation for the services you provide. Your supervisor will provide you with the appropriate way to submit your time each month and any required accompanying forms or reports.

A timesheet should be an accurate listing of the actual time and dates worked in that specific month period. This document is the student's record of hours worked for the pay period. The supervisor will verify that the hours worked are accurate and will submit the student's monthly hours directly to payroll. Students must be paid for all hours worked. Hours cannot be rolled over to the next month's timesheet.

Gavilan's attendance period is the 21st of the month through the 20th of the following month. Student employees will be paid on the 10th of the month for any hours submitted on a timesheet to their department for the 21st through the 20th (Example: The hours you work and submit on a

timesheet from August 21 through September 20 will be paid on October 10th). Timesheets are due to the supervisor on the 20th of each month.

The following information should be checked for accuracy:

- No hours for a payroll period other than the one reported
- Partial hours reported in .25 increments
- 20 hour week limitation/24 hours (29 hours for CalWORKs) during authorized intersession periods (summer, winter break, spring break)
- Correct mathematical calculations
- no paid lunch: the Fair Labor Standards Act mandates a half-hour (30-minute) unpaid break be provided for every 6 hours worked per day
- Students are entitled to a 15 minute paid break for every 4 consecutive hours worked

Students may not submit timesheets directly to Payroll; timesheets must be submitted for approval by authorized supervisors and submitted to payroll by the supervisor. Students are encouraged to make a copy of your completed timesheet for your personal records.

Students may not log hours you did not actually work. Doing so is a violation of federal and state law as well as the college's Standards of Student Conduct. Students found to have done so will be required to repay unearned income to the college; will face sanctions from the Vice President, Student Services, or their designee, which could lead to suspension or expulsion; may be barred from working at Gavilan College; and may face criminal prosecution.

Time logs will be reviewed by supervisors for accuracy and approval. Students may inadvertently but without intent fail to log in or out correctly. Repeated failure to accurately log time worked could result in dismissal.

### **Changes to Personal Information**

**Important!!** Student workers must inform Human Resources (408-846-4964 or [hr@gavilan.edu](mailto:hr@gavilan.edu)) of name and address changes as soon as possible so that W-2's, paychecks and pay stubs will reach you. There is no connection between Payroll and Self Service Banner.

### **Sick Leave**

Student employees accrue 1.0 hour of sick leave for every 30 hours worked. To use accrued sick leave, you must reflect sick leave hours on your timesheet.

### **Payroll and Paydays**

Payday is the 10th of the month for all student workers. Monthly paychecks will be available for pick-up at the Business Office between 10 a.m. and 3 p.m. on the 10th of each month or student paychecks can be directly deposited to the student's bank account. Paychecks not picked up during that time will be mailed to the address on file. You must bring your ID to the Business Office to pick up your check. If the 10th falls on a weekend or holiday, the paycheck will be available for pickup the last day prior to campus closure.

Students will be paid for hours worked on the previous work cycle. Students who do not complete or submit required documentation on time will be paid in the following cycle. No off-cycle paychecks will be prepared.

### **Direct Deposit**

Student workers are encouraged to set up direct deposit to have your paycheck automatically deposited into your bank account as soon as possible. Student workers can set up direct deposit online through [my.gav.edu](http://my.gav.edu) or by completing a Direct Deposit authorization form.