

**BP 5160 STUDENT EMPLOYMENT**

**Reference:**

No references

The District is committed to offering student employment programs. The purpose of these programs is to provide students an opportunity to work either on-campus or off-campus. On-campus positions will not displace any classified positions.

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Date Adopted: August 18, 2009  
(Replaces RCCD Policy 6040)

## **AP 5160 STUDENT EMPLOYMENT**

### **References:**

Education Code Sections 69960(f) and 88003

- I. Student employment is funded primarily by the following sources:
  - A. Title IV Federal Funds
  - B. District Funds
  - C. Cal Works

The District encourages all students seeking on- and/or off-campus employment through Title IV funding to apply for financial assistance through the Student Financial Services Office. Students that are eligible for Title IV Federal funds have applied for financial assistance by completion of the Free Application for Federal Student Assistance (FAFSA) and are awarded funds based on the completion of a financial aid file, and determined to be eligible for financial assistance. Students seeking employment under the District funds may not have completed a financial aid file or are not eligible for Title IV Federal Funds and earnings are paid from the District (restricted or unrestricted) Fund.

- II. Eligibility Requirements

- A. Enrollment and Units

A student must be enrolled at the Riverside Community College District on at least a half-time basis. This means being enrolled in six (6) or more semester units of course work during the fall and/or spring semesters. During the summer session, three (3) units minimum is recommended. When a student drops below these minimum requirements, the student shall be terminated from the position. However, on a case-by-case basis, of a student's award under Title IV Federal Funds, and/or the amount of District funds available, and the position in which a student is hired, a student may be employed and enrolled in a less than half-time basis and during the winter or summer terms. All student workers must maintain a 2.0 G.P.A. for continued employment. Students that do not have a 2.0 G.P.A. will be offered employment on a probationary basis for the remainder of the school year. During this probationary period, a 2.0 G.P.A. must be earned. Continued employment when the student has not earned a 2.0 G.P.A. during the probationary period, will be dealt with on an individual basis.

B. Maximum Hours of Employment

The maximum number of hours per week a student may work while classes are in session is 20 hours maximum. During periods of non-enrollment (between Spring and Summer sessions, Fall and Spring sessions) a student may work a 40 hour week with prior approval from the campus student employment specialist and his/her supervisor. Approval is contingent upon a student maintaining a minimum 2.0 G.P.A. and funding for the department, if the student is hired under the District position, or an award balance in a Title IV Federal Fund position is available.

C. Periods of Non-Enrollment

Students will not be automatically granted to work under the student employment program during terms of non-enrollment. Employment during non-enrollment is contingent upon funding levels of each hiring department and the decision of the hiring supervisor. Earnings during non-enrolled periods are paid from District funds or other grant funding sources.

D. Maximum Earnings

Student earnings in an academic year (July 1 through the following June 30), from any and all sources through the College, shall not be awarded beyond the student's unmet need in accordance with their financial aid file, and/or funding availability.

E. Timesheets/Payroll Checks

Riverside Community College District will issue checks on a monthly basis for students working in their departments, upon completion of a student employment file. Timesheets are issued to the supervisor upon a student's hire in adobe acrobat format and attached to the hire approval e-mail. The timesheet is good for the entire year, depending on availability of funds. Timesheets must be returned within the deadline of each pay period to assure a payroll check. Checks can be placed on direct deposit with a bank of the student's choice, or may be picked up only by the student with a valid picture I.D. on the campus which the student indicates on their hire form. Late or missed pay periods may result in delay of payment to the following pay date.

F. Fringe Benefits

There are no fringe benefits for student employment at Riverside Community College District. Students do not earn compensation (comp.) time or time and a half.

G. Wage Ranges

The District will adhere to the current California State minimum hourly wage for student employment. A step increase of \$0.50 an hour may occur, at the discretion of the supervisor, for students who have attended Riverside Community College District during the Fall or Spring semester and have worked satisfactorily.

III. Job Placement

A college may offer job placement, which offers students the following services:

1. Assistance with resume writing.
2. Assistance with interviewing techniques.
3. Off-campus job opportunities through job fairs.

Office of Primary Responsibility: Vice President, Student Services

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Administrative Approval: September 14, 2009

Revised: June 18, 2012

Revised: September 23, 2013

(Replaces RCCD Regulation 6040)