

AP 7270 STUDENT EMPLOYEES

References:

Education Code Sections 69960(f) and 88003;

Education Code Section 88003 allows part-time employment of students outside the classified service.

1. The Student Employment Categories are:
 - A. Student Employees
 - B. Federal College Work-Study Program Student Employees
 - C. EOPS Work-Study Program Student Employees
 - D. Disabled Student Employees
 - E. Student Education Program Employees
2. A student enrolled in 6 or more units per semester may work part-time as a student employee for no more than 25 hours per week and no more than 194 working days in an academic year.
3. Student employees may work up to 37.5 hours per week or 7.5 hours per day when District classes are not in session or during a summer break, but they remain student employees and may not be employed as short-term employees.
4. In no case will a student employee perform services which supplant work being accomplished by any member of the classified service or which impair any existing contracts for service. Student employee jobs must be reviewed by Human Resources to assure that they do not duplicate classified jobs and that the duties involve closer supervision than do duties performed by classified employees.
5. Any student employee dropping below the required units per semester shall be disqualified from student employment for the remainder of the semester.
6. No student employee may be allowed to begin work prior to the completion and approval of the Personnel Action Form, and completion of the employee's pre-employment processing.
7. Hourly pay rates for student employees shall be determined by the Human Resources Office.

Federal Work-Study Program

The Federal Work-Study Program is for students who have been determined, through the Financial Aid application process, to have financial eligibility and who are in need of earnings to pursue a course of study at College of Marin. A secondary purpose of the program is intended to broaden the range of worthwhile job opportunities for qualified students.

Office of Primary Responsibility: Human Resources

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