



LONG BEACH COMMUNITY COLLEGE DISTRICT

STUDENT EMPLOYMENT HANDBOOK

This handbook is for LBCCD student workers and their supervisors.

This handbook is for LBCCD student workers in the following classifications:

Student Worker Classifications

- College Student Peer Advisor (SOAR)
 - College intern
 - Student Assistant I
 - Student Assistant II
- Student Computer Technician
 - Peer Advisor I
 - Student Tutor I
 - Student Tutor II
 - Student Tutor III
- Supplemental Instruction Leader I
- Supplemental Instruction Leader II
- Supplemental Instruction Leader III
- Supplemental Instruction Trainer

This Handbook was developed by the LBCCD Enrollment Services' Office of Financial Aid, in conjunction with Human Resources, Payroll, Risk Services and Instructional Media Production Services. Layout and design updated by Taylor Kliesen from the Learning and Academic Resources department.

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Introduction

Dear student workers:

Welcome to the Long Beach Community College District (LBCCD)!

The LBCCD hires students in several different capacities; these student workers as a group are referred to as student workers. **Student workers** are part-time “at-will” workers assigned to positions that are exempt from Academic and Classified Services as specified in California Education Code § 88076:

- Full-time students employed part-time
- Part-time students employed part-time in any college work-study program or in a work experience education program conducted by a community college financed by state or federal funds

This handbook has been designed to provide student workers and their supervisors with an overview of the rules and requirements for student employment with the Long Beach Community College District. Student workers provide the District with needed services that generally fall outside the job duties of classified or academic workers. The District reaffirms that student workers are present to learn through work, but at no time are any student workers to take the place of a classified staff member.

Student workers’ questions or concerns about the contents of this handbook or about student worker positions in general should be directed to the immediate supervisor or the worksite Human Resources Office.

Long Beach Community College District

Hiring Requirements

Students may be hired to work in the following classifications:

- College Student Peer Advisor (SOAR)
- College Intern
- Student Assistant I and II
- Student Computer Technician
- Peer Advisor I
- Student Tutor I, II, and III
- Supplemental Instruction Leader I, II, and III
- Supplemental Instruction Trainer



Students must be actively enrolled and making progress toward a declared educational objective. Qualifications may vary by position. Supervisors shall check the detailed criteria for each student workers position and shall provide a copy of this information to the student workers so that the student is aware of the requirements to maintain their eligibility.

Student Worker Position-Specific Requirements

<p>College Student Peer Advisor (SOAR)</p>	<p>Students employed as SOAR must:</p> <ul style="list-style-type: none"> • be enrolled as a full-time student (at least 12 units) at Long Beach City College • must have at least a 2.5 cumulative GPA • must complete an application and interview with Outreach staff and management • must maintain a professional approach to work and honor commitments to all events and related activities
<p>College Intern</p>	<p>Students employed as College Interns must:</p> <ul style="list-style-type: none"> • Please see the Human Resources Office for specifications.
<p>Student Assistant I</p>	<p>Students employed through departments as a regular Student Assistant I must:</p> <ul style="list-style-type: none"> • have graduated from high school (or possess equivalency) • be currently enrolled as a full-time student (at least 12 units)
<p>Student Assistant II</p>	<p>Students employed through departments as a regular Student Assistant II must:</p> <ul style="list-style-type: none"> • have graduated from high school (or possess equivalency) • be currently enrolled as a full-time student (at least 12 units) • have already completed two semesters of work as a Student Assistant I
<p>Federal Work Study Student Worker</p>	<p>Students employed through Federal Work Study as a regular Student Assistant I or II must:</p> <ul style="list-style-type: none"> • be currently enrolled in at least six (6) units (excluding community service classes) within the District • be meeting Satisfactory Academic Progress qualitative and quantitative • remain eligible for Title IV funds; cannot be in default or overpayment • not be in class and scheduled to work at the same time • not work more than the budgeted number of hours per week and weeks per semester

<p>Student Computer Technician</p>	<p>Students employed through Student Computer Technicians must:</p> <ul style="list-style-type: none"> • Please see the Human Resources Office for specifications.
<p>Student Tutor I</p>	<p>Students employed as Student Tutor I must:</p> <ul style="list-style-type: none"> • have completed courses in the discipline to be tutored with a grade of “B” or better, with instructor recommendation and dean approval • have completed, or be concurrently enrolled in, an official Tutor Training class or program that fulfills guidelines set forth by the California Education Code • be currently enrolled as a full-time undergraduate student (at least 12 units)
<p>Student Tutor II</p>	<p>Students employed as Student Tutor II must:</p> <ul style="list-style-type: none"> • have completed courses in the discipline to be tutored with a grade of “B” or better, with instructor recommendation and dean approval • have completed, or be concurrently enrolled in, an official Tutor Training class or program that fulfills guidelines set forth by the California Education Code • meet one of the following three criteria: <ul style="list-style-type: none"> ○ be currently enrolled as a full-time undergraduate student with at least one year of prior relevant tutoring experience OR ○ be currently enrolled as a full-time undergraduate student with proof of a conferred degree and no prior relevant experience necessary OR ○ be currently enrolled at a four-year university in a master’s degree or credential program with no prior relevant experience necessary

<p style="text-align: center;">Student Tutor III</p>	<p>Students employed as Student Tutor III must:</p> <ul style="list-style-type: none"> • have completed courses in the discipline to be tutored with a grade of “B” or better, with instructor recommendation and dean approval • have completed, or be concurrently enrolled in, an official Tutor Training class or program that fulfills guidelines set forth by the California Education Code • meet one of the following two criteria: <ul style="list-style-type: none"> ○ be currently enrolled as a full-time undergraduate student with proof of a conferred degree and no prior relevant experience necessary OR ○ be currently enrolled at a four-year university in a master’s degree or credential program with no prior relevant experience
<p style="text-align: center;">Supplemental Instruction Leader I</p>	<p>Students employed as Supplemental Instruction I must:</p> <ul style="list-style-type: none"> • have graduated from high school (or possess equivalency) • have a grade of “B” or better in the course(s) for which Supplemental Instruction will be provided • be concurrently enrolled as a full-time student
<p style="text-align: center;">Supplemental Instruction Leader II</p>	<p>Students employed as Supplemental Instruction II must:</p> <ul style="list-style-type: none"> • have graduated from high school (or possess equivalency) • have a grade of “B” or better in the course(s) for which Supplemental Instruction will be provided • be currently enrolled as full-time undergraduate student or as a graduate student in a credential/masters/Ph.D. program • meet one of the following three criteria: <ul style="list-style-type: none"> ○ be currently enrolled as a full-time undergraduate student with at least one year of experience as a Supplemental Instruction Leader I or equivalent OR ○ be currently enrolled as a full-time undergraduate student with proof of a conferred degree and no prior relevant experience necessary OR ○ be currently enrolled at a four-year university in a graduate or credential program with no prior relevant experience necessary
<p style="text-align: center;">Supplemental Instruction Leader III</p>	<p>Students employed as Supplemental Instruction II must:</p> <ul style="list-style-type: none"> • have graduated from high school (or possess equivalency) • have a grade of “B” or better in the course(s) for which Supplemental Instruction will be provided

	<ul style="list-style-type: none"> • be currently enrolled as full-time undergraduate student or as a graduate student in a credential/masters/Ph.D. program • possess at least one year of experience as a Supplemental Instruction leader I or II • meet one of the following two criteria: <ul style="list-style-type: none"> ○ be currently enrolled as full-time undergraduate student with proof of a conferred degree and at least one year of experience as a Supplemental Instruction Leader I or II or equivalent OR ○ be currently enrolled at a four-year university in a master's program with proof of a conferred degree and at least one year of prior relevant experience necessary
<p>Supplemental Instruction Trainer</p>	<p>Students employed as a Supplemental Instruction Trainer:</p> <ul style="list-style-type: none"> • Please see the Human Resources Office for specifications.



Conditions of Assignment

- As “at-will” workers, student workers will only be paid for hours and duties actually assigned and worked.
 - Student workers must be paid for all hours worked. Student workers are not allowed to volunteer to work unpaid hours.
 - Student workers are assigned to assist faculty and/or staff and shall not do the work of faculty and/or staff.
 - Student workers may earn academic credit toward a Cooperative Education class, as well as compensation for a Federal Work Study (FWS) job. Contact the worksite Financial Aid Office for more details.
 - For Federal Work Study students ONLY, student worker must be enrolled in and maintain the qualifying number of units and grade point average (GPA) at the worksite during the semester worked. The supervisor and the Personnel Office will verify student workers’ eligibility during each semester based on their enrollment.
 - **For student workers who are Federal Work Study workers, additional limitations on their employment may exist and should be reviewed with the worksite Financial Aid Office.**
 - If student workers are injured while working, their injuries must be reported to their supervisors immediately. Student workers are entitled to Workers’ Compensation benefits but are not entitled to Unemployment Insurance.
- * Unit requirements may vary by position. Check eligibility criteria for specific position.*

Assignment Limitations

- Enrollment requirements for student workers apply for regular academic terms (fall and spring) at the primary institution of enrollment and do not apply during summer or winter intersessions. Summer and winter assignment availability varies by department.
- Federal Work Study student workers may work a maximum of sixteen (16) hours per week during regular academic terms. FWS student workers are not authorized to work for the two weeks between the last day of fall and the first day of the winter intersession. FWS student workers cannot be employed during the summer term.
- Other Student workers in other student worker positions may work a maximum of twenty (20) hours per week during regular academic terms.

- Student workers, not employed through the Federal Work Study program, must be enrolled full-time. Other employment requirements may exist and vary and must be reviewed by Human Resources.

Hiring Process

Before a student worker can begin employment, they must complete the hiring process at the worksite Human Resources Office; for Federal Work Study student workers the hiring process is completed at the Financial Aid office. The **Human Resource and Financial Aid Offices** are located at the worksite; ask the supervisor for the specific location. **Student workers shall not start work until approval is given by either the Human Resource Office or Financial Aid Office for Federal Work Study student workers.** Supervisors will let workers know when they can begin working.

Take the following documents to the Human Resource Office or Financial Aid Office for Federal Work Study student workers:

- I-9 requirements
- LBCCD new hire documentation
- For Federal Work Study student workers, Assignment Notice.

Paychecks and Rates of Pay

- The hiring process must be completed in the Personnel Office or designated Financial Aid Specialist for Federal Work Study before any District employee can receive a paycheck.
- When the student or unclassified employee has completed the hiring process, he or she will be assigned an employee number.
- The student employee is paid for each hour worked and is not paid for holidays, jury duty, or vacation time.
- The student or unclassified employee should work according to the schedule and duty hours arranged with the supervisor, making sure not to work in excess of the maximum hours assigned per week.
- Depending upon the assignment, the unclassified employee may be paid by the hour or by the project. The unclassified employee is not paid for holidays, jury duty or vacation time. Part-Time Sick Leave is accrued and available to part-time employees who have met a 30-day eligibility period from date of hire. Part-time employees earn one (1) hour of accrued sick leave for every 30 hours worked. Part-time employees will need to be employed for 90 days before they can begin to use their accrued sick leave. (Sick Leave Family Act Link: <https://www.lbcc.edu/sites/main/files/file-attachments/sick-leave-family-act-notice.pdf>)
- The timesheet should list the hours worked each day (rounded off to the nearest 15 minutes) and be signed (in ink) when submitted to the supervisor.
- The supervisor and student must sign the time sheet before it is submitted to the department timekeeper for entry in the Time & Attendance System (TARS). See timekeeper for timesheet deadlines.
- Paychecks are issued by the 10th or the 16th of the following month and can either be mailed to the employee's home address or picked up at the cashier's office. Direct Deposit is also available (link to form) <https://www.lbcc.edu/sites/main/files/file-attachments/direct-deposit-authorization-form.pdf>.



Retirement Contributions

Federal law requires that employees who are not members of their employers existing retirement system be covered by Social Security or an alternate plan.

With the exception of Federal Work Study Students, Student and Unclassified (non-student) employees are automatically enrolled in the Alternative Retirement System Plan (known as the Apple Plan) with a contribution rate of 7.50%. APPLE is a defined contribution plan and 100% vested from the beginning. Contributions and any interest earned are distributable upon termination or retirement status change. APPLE Enrollment is automatic and continues as long as the employee does not exceed 1000 work hours during the fiscal year (July 1 through June 30). The only exception to automatic enrollment in APPLE is if the employee is an active CalPERS member elsewhere, in which case enrollment will automatically be in CalPERS.

If the employee exceeds 1000 work hours during the fiscal year, the employee is no longer eligible for APPLE membership and must become a member of CalPERS, with a current contribution rate of 7.00% of employee earnings (effective 7/1/18). The employee remains in CalPERS membership until (1) taking a refund of contributions after permanently separating from CalPERS-covered employment, or (2) retirement.

Work Schedules

The supervisor should work with the student worker to establish the worker's work schedule. The supervisor may need to work with the student worker at the beginning of each semester to establish or revise the work schedule, as the student's hours of availability may change with each semester's class schedule. Every attempt should be made to schedule work hours in accordance with the student's class schedule, being mindful that the department, too, has staffing needs that should be taken into consideration when assigning work hours. The supervisor and workers should discuss any special requests or schedule conflicts well in advance. Work schedule expectations for the student or student workers include:

- The student worker will arrive at work at his/her scheduled start time and remain during scheduled work hours.
- The student worker will adhere to the work schedule unless both the supervisor and workers mutually agree to a change.
- The student worker will notify the supervisor at the earliest possible opportunity if the worker is absent or late for work.
- If the student worker is aware that he or she will be absent or plans to take some time off, the supervisor will be notified in advance.
- Once a mutually agreeable work schedule has been reached, the student worker's inability to maintain the work schedule may impact the needs of the office or project and may result in the termination of the worker's assignment with the District.
- It is district policy that student workers shall not work more than eight (8) hours in any workday to avoid overtime hours/pay.

Lunch and Rest Breaks

As a general rule, student workers who work a period of more than five consecutive hours are required to take an unpaid meal period of thirty (30) minutes.

Student workers with a daily shift that exceeds 5 hours per day should arrange to take their lunch break during the mid- point of their daily shift, working with their supervisors to arrange reasonable lunch and/or rest breaks.

Because of limits on allowable hours that can be worked each week, student workers usually do not work a daily shift that exceeds five (5) hours. Student workers working a daily shift that does not allow a lunch break are allowed a rest break of fifteen (15) minutes for every two hours and thirty minutes (2.5) worked.

Workplace Expectations

As members of the LBCCD community, all student workers assume an obligation to act in a manner conducive to the maintenance of good order and respect for the rights and property of others.



Student workers' conduct is expected to be consistent and compatible with the goals and purposes of an educational institution. Additionally, student workers are expected to conduct themselves in a manner that is consistent with the District's Student Code of Ethics (Administrative Regulations on

Institutional Code of Ethics 3008).

As representatives of LBCCD, the District expects its student workers to exhibit professionalism on the job and in their contact with others. Professional conduct can range from the manner in which they answer the telephone or address a visitor to the integrity and honesty with which they perform their work.

In addition to the inappropriate workplace conduct detailed above, student workers may be terminated for failure to maintain the qualifications for employment, including but not limited to the following:

- Violation of the LBCCD's Administrative Regulations of Student Conduct 5012.

Departmental Training and Supervision

Departmental Training

Each department is responsible for providing training to the new student workers, according to the needs of the position. However, there are some general steps that can help any department better acclimate new student worker to the worksite:

- Introduce the new student worker to all of the staff (this includes full-time staff, student workers, faculty, management, etc.). This gives the new workers a sense of belonging and demonstrates common courtesy toward the person starting a new job with new co-workers.
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- Explain all departmental procedures to the new student worker. Provide helpful handouts if there are numerous details to grasp immediately. Examples of information to provide include:
 - how to answer the phone
 - who handles what types of calls
 - what forms are needed
 - answers to frequently asked questions
 - staff member phone extensions
 - important names or codes to remember
 - computer procedures for special systems
 - Be sure to define what is acceptable for the new student worker in terms of attendance, time reporting, punctuality, appropriate attire, breaks, and other basic aspects of the departmental work environment.
 - Give the new student worker a tour of the workspace. Point out where things are, such as supplies, restrooms, vending machines, copiers, fax machines, and emergency exits and procedures. Impress upon the new workers that his or her contribution, as a member of the team, is important to the success of the overall department or project.



Supervising Student Workers

Student employment provides an opportunity to build workplace and technical skills; therefore, the student workers shall not work unsupervised.

- The student worker's work location shall not be isolated; instead, the student worker shall be assigned to a work location in close proximity to other staff.
- A member of the faculty, staff or administration within the department shall regularly throughout the day monitor the student worker's job duties and performance.
- All student workers will have a designated supervisor. In the absence of the designated supervisor, an alternate supervisor will be appointed.
- **Keys / key cards and staff parking permits shall not be assigned to the student workers.**

Use of LBCCD Equipment and Technology

In accordance with the Policy on Computer, Telecommunications and Classroom Technology Use 6006.: Long Beach Community College District owns and operates a variety of computer, telecommunications, and classroom technology systems. It is the policy of the District to provide these systems for the use of students, faculty, and staff in support of the programs of the District. These systems are to be used for education, research, academic development, and public service only. Commercial uses are specifically excluded. Students, faculty, and staff who use District computers, classroom technology, and telecommunication networks and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of other computer users. All students, faculty and staff are responsible for seeing that these computing facilities are used in an effective, efficient, ethical, and lawful manner.

The Superintendent-President shall establish administrative regulations that provide guidelines to students, faculty, and staff for the appropriate use of information technologies. The regulations shall include that users must respect software copyrights and licenses, respect the integrity of computer- based information resources, and refrain from seeking to gain unauthorized access. Unacceptable use is prohibited, and is grounds for loss of computing privileges, as well as discipline or legal sanctions under Federal, State, and local laws.

Please refer to Administrative Regulations on Computer, Telecommunications and Classroom Technology Use 6006.



Workplace Injury

The Long Beach Community College District is committed to providing a safe working environment for all employees and minimizing the adverse impact of work-related injuries. Report unsafe conditions to Facilities at x4040, so prompt and appropriate remediation can take place.

If an employee is injured while working, the injury must be reported to the supervisor and Risk Services (x4038) immediately. Student workers are entitled to Workers' Compensation benefits but are not entitled to Unemployment Insurance.

Student Worker Responsibilities:

- Report an occupational injury to the supervisor and Risk Services (x4038) **immediately.**
- Complete the forms in the Workers' Compensation employee information packet included with a student worker's new hire paperwork.
- For non-emergency injuries, go to the Occupation Medical Facility authorized by Risk Services.

- If you have pre-designated your personal physician, Risk Services will provide an authorization for you physician to treat, which also includes the employer contact and billing information.
- Attend all medical appointments.
- Keep your supervisor informed of all doctor and/or physical therapy appointments.
- Give the status report to Risk Services immediately following each doctor appointment.
- Refer any questions to Risk Services (x4038).

Supervisor Responsibilities:

- Contact Risk Services (x4038), provide contact information
- Complete the Supervisor Accident Analysis and Prevention Report, provided by Risk Services.

Risk Services – 562.938.4038

- Provide the Workers' Compensation EMPLOYEE INFORMATION PACKET to the student worker
- Provide Medical Treatment Authorization

Termination of Employment

Employment for student workers is “at-will” employment. This means that the District can terminate student workers at any time with or without cause or reason, just as student workers may choose to resign at any time.

It is preferred that the supervisor should be given as much advance notice as possible (minimum two weeks) if the employee plans to quit the assignment before completion of the semester or completion of the assignment or project

