

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7270 Student Workers
Code	BP 7270
Status	Active
Legal	California Education Code Section 69960, subdivision
	(f)California Education Code Section 88076
	California Government Code Section 18220

Requirements	Examples	Step		Compensation	
l ittle skill					
		-			\$16.00
initial experience	Equipment control				
-					
nrequired.					
Moderate to	Stage crafts	1			
	Tutor				\$16.80
-					
	Child care				
required.	Maintenance				
	Clerical				
		1			¢17.C4
	Course embedded tutor				\$17.64
Course embedded					
tutoring (with					
advanced					
	Little skill required.Little initial experience required. Limited prior knowledge in thefield. Immediat e supervisio nrequired. Moderate to highdegree of skill required. Prior experience required. General supervision required. Advanced tutoring skills, including group facilitation or Course embedded tutoring (with	Little skill required.Little initial experience required. Limited prior knowledge in thefield. Immediat e supervisio nrequired. Moderate to highdegree of skill required. Prior Prior Peer advising experience required. General supervision General supervision Child care required. Maintenance Clerical Lab support Cashiering Advanced tutoring skills, including group facilitation or Course embedded tutoring (with advanced knowledge of subject matter). General supervision	Little skill required.Little initial experience required. Limited prior knowledge in thefield. Immediat e supervisio nrequired. Moderate to highdegree of skill required. Prior Peer advising experience required. Science/technology lab support Peer advising Police Cadets required. General supervision required. Maintenance Clerical Lab support Cashiering Advanced tutoring skills, including group facilitation or Course embedded tutoring (with advanced knowledge of subject matter). General supervision	Requirements Examples Step Little skill Clerical 1 required.Little Door control/ushering 1 initial experience Equipment control 1 required. Equipment control 1 Limited prior Equipment control 1 knowledge in Equipment control 1 Immediat Equipment control 1 e supervisio 1 supervisio Tutor 1 highdegree of Science/technology lab support 1 Prior Peer advising 2 experience Police Cadets 1 required. Information 1 General Technology support 2 supervision Child care 2 required. Maintenance 2 Clerical Lab support 2 Advanced tutoring Advanced tutor 1 course embedded Course embedded tutor 1 course embedded Subject matter). 5 General Supervision	Requirements Examples Step Little skill Clerical 1 required.Little Door control/ushering 1 Initial experience Equipment control required. Equipment control Limited prior Equipment control knowledge in Equipment control Inmediat Equipment control e supervisio nrequired. Stage crafts 1 Moderate to Stage crafts 1 highdegree of Tutor Science/technology lab support Prior Peer advising Examples expervision Child care Feenaloing required. Information Feenaloing General Technology support Image and another

Course embedded tutoring (with			
advanced knowledge of subject matter).			
General supervision required.			

I. ELIGIBILITY

Student workers must be enrolled full-time (a minimum of 12 undergraduate semester units or equivalent quarter units or a minimum of 6 graduate semester units or equivalent quarter units) at any educational institution during the semester in which they are employed. If the student is an eligible participant in the Federal Work Study or CalWORKs programs, the minimum enrollment may vary. Students eligible for services under the Disabled Student Programs and Services (DSP&S) program will be considered to be in full-time status if enrolled in the minimum number of units as determined appropriate by DSP&S. Student workers employed during the summer must have been enrolled full-time during the previous spring semester or be enrolled full-time for the upcoming fall semester.

When hiring student workers, preference shall be given to student applicants up to 26 years of age who are, or have been, dependent children in foster care.

II. ALLOWABLE HOURS PER WEEK

Student workers are limited to working 20 hours per week while classes are in session and 35 hours per week during the summer and when classes are not in session (i.e., winter and spring breaks). Students participating in federal or state work-study/work experience programs may work up to 35 hours per week as dictated by the program.

Student workers cannot work simultaneously within the District in any other capacity.

See Administrative Procedure AP 7270.