

## Chapter 7 - Human Resources

### AP 7270 Student Workers

#### References:

Education Code Sections 69960(f) and 88003; Procedure Guidebook for Hiring Short-Term, Substitute, Professional Expert & Student Employees

Only Mt. SAC students can be employed as Student workers. A student worker's primary role at the College is as a student. Student workers may only be employed as student assistants hired by specific departments or placed in particular departments/offices through the work-study program while enrolled in classes. Once a student drops classes, they cannot be employed as Student Assistants.

Full and part time Mt. SAC students shall only be employed part time regardless of funding source and shall not be a part of the classified service nor perform tasks commensurate with an established classified position. Student workers are hired to gain work experience and develop new skills. Certain clearances (e.g. TB, Fingerprinting, etc.) may be required based on the work location and assigned responsibilities. Student workers may only be employed while enrolled at Mt. SAC classes and may only be employed as a Student Assistant. Student Assistant can only work in one capacity (i.e., cannot work as a Student Assistant and a Short-Term or Professional Expert or Substitute).

Please refer to the Procedure Guidebook for Hiring Short-term, Substitute, Professional Expert & Student Employees. Included in these procedures are all forms that must be completed at the time of hire. The requisite forms contain clear parameters regarding employment of the aforementioned group.

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