



Office of Student Employment

50 Frida Kahlo Way MUB 260 · San Francisco, CA 94112 · 415-452-5669 · studentemployment@ccsf.edu

Student Employment Handbook

For Students

Office of Student Employment

Workforce Development Department

City College of San Francisco

www.ccsf.edu/shep

415.452.5669

studentemployment@ccsf.edu

Updated: 8/2021



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Section 1: Overview of Student Employment

WELCOME

The Office of Student Employment assists in the process of hiring student workers for on-campus employment. Our mission is to implement on-campus student employment as an educational experience which will contribute to our student's professional and personal maturity. Thank you for your interest in student employment.

This handbook is designed to provide information for student workers about SHEP, timesheets, payroll etc.. If supervisor has questions about how to hire student workers, onboard, etc., please refer to the **Supervisor Handbook**.

****This handbook should be used for general guidelines. Please note that this handbook is a dynamic document and, as such, subject to change. Individual departments may enforce a more stringent policy or procedure based on the needs and demands of their area.**

Student Employment Opportunities

There are three different types of on-campus student employment program offered at our college, Grants/Lab Aides, CalWORKs, and Federal Work Study. Each of these programs consists different eligibility requirement to participate in.

Grants/Lab Aides

The Grants/Lab Aides Program is open to all students meeting the minimum unit enrollment and GPA requirements. Student worker who are ineligible for CalWORKs or Federal Work Study may be eligible to qualify for this program. Interested students please contact the Office of Student Employment.

CalWORKs

The CalWORKs Work Study Program is a state-funded program that assists students in earning cash while learning important job skills through on-campus opportunities. The program provides job readiness training, enhances work performance skills, and participants do not need Financial Aid eligibility to participate. The students must be CalWORKs participants and are eligible to work up to 15-20 hours per week. Interested in CalWORKs work-study program please contact CalWORKs Department.



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Federal Work Study

The Federal Work Study (FWS) program is a federally funded program that assists students with their cost of education. The FWS program helps students earn financial funding through a part-time work program. To be eligible for a Federal Work Study job, a student must meet all general financial aid eligibility criteria and have financial need. A student's FWS initial award is for the entire academic year (Fall + Spring), but Spring eligibility is re-evaluated after Fall grades are posted. Returning or continuing students **MUST** be rehired each term and cannot start working until their FWS eligibility is re-evaluated by the Financial Aid Office.

To qualify for the FWS program, students must apply for federal assistance through the Free Application for Federal Student Aid (FAFSA) for the current academic year at www.fafsa.ed.gov. The Financial Aid Office will determine if a student is qualified. Please contact the Financial Aid office for more information, 415-239-3577 www.ccsf.edu/en/student-services/financial-aid.html

Note: International F-1/ M-1 students do not qualify for FWS positions.

Eligibility Requirements

| | Grants + Lab Aide | CalWORKS | Federal Work Study |
|--|--|--|--|
| TB Clearance | Yes | Yes | Yes |
| GPA | 2.0 | *2.0 and meet Satisfactory Academic Progress (SAP) standards | *2.0 and meet Satisfactory Academic Progress (SAP) standards |
| Units/ Hours Enrolled Fall/Spring | 6 credit units or 12 hours of class time per week for noncredit class <i>International Students must be enrolled in at least 12 units</i> | 6 credit units or 12 hours of class time per week for noncredit class <i>International Students must be enrolled in at least 12 units</i> | 6 credit units <i>Non-Credit and International Students do not qualify</i> Unmet financial need of \$2000 |
| Units/ Hours Enrolled Summer | 3 credit units or 6 hours of class time per week for noncredit class <i>International Student must be enrolled in at least 3 credit units</i> | 3 credit units or 6 hours of class time per week for noncredit class <i>International Student must be enrolled in at least 3 credit units</i> | 3 credit units <i>Non-Credit and International Students do not qualify</i> Unmet financial need of at least \$2000 |



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*For more information about satisfactory academic progress, please visit this [link](#).

TB Requirement

Note: Due to the COVID-19 pandemic TB requirement will be temporarily waived for Fall 2021 online or remote positions only. If you do any work in person you will need to meet the TB requirement. This requirement applies even if your position began online or remote but transitions to in-person as COVID restrictions ease.

The Student Health Services will clear you for hire, in regard to TB screening. For them to do this, you must first read and agree to the release procedure in myRAM, SHEP step#3. TB screening is free for credit enrolled students at Student Health Services (bring your CCSF photo ID with you to your appointment). Or you may schedule a TB appointment with your personal physician and take your results to [Student Health Services](#) for TB clearance.

For TB screening questions or to schedule an appointment with SHS:

Email: studenthealth@ccsf.edu

Phone 415-239-3110

Student Health Services HC100

Note: Students need to meet various requirements in order to remain employed, including sufficient course enrollment, satisfactory academic progress & TB clearance. Failing to meet these requirements may result in termination. Additionally, student workers must have a social security number for payroll purpose, complete payroll paperwork, and W4 & I9 forms. Students with questions can contact the Office of Student Employment for resources at studentemployment@ccsf.edu.



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Section 2: Hiring Process & Paperwork

SHEP Steps to Hire

The hiring process for on campus student employment is listed below. All student workers **must** complete the Student Hiring Eligibility Process (SHEP) before your first day of employment, SHEP is available in [myRAM](#).

Instructions for logging into [myRAM](#) (Web4)

1. Student Portal
2. Student Employment
3. Choose CURRENT TERM

Instructions for completing [SHEP](#) Steps 1-7

1. Review your personal information.
2. Make sure you meet the enrollment requirement.
3. Tuberculosis (TB) Screening and Clearance
4. CCSF Sexual Harassment Policy
5. Document your employment history with the City and County of San Francisco or with City College
6. Complete payroll-related forms.
7. View the "Eligible for Hire" page to verify you have completed what you can for now. Apply to jobs by using the contact's email address to express your interest.
**CalWORKs students skip step 7, the CalWORKs office will connect students to student employment opportunities*
8. After you been offered an on-campus job complete Form I-9

Re-Hire

Student workers rehired for the following semester will need to complete the Hiring Eligibility Process, since student workers are terminated at the end of every semester.

- If your supervisor offers to **rehire** you for the next semester, please complete SHEP for that term. Go through the steps and **review** your eligible for hire page in step #7. The eligible for hire page will list any pending requirements you need to complete, if you do not have any pending issues you are now ready for rehire. Please inform the Office of Student Employment after you completed the hiring steps in SHEP.
- **Federal Work Study rehires:** Spring/Summer FWS eligibility is re-evaluated after Fall/Spring final grades are posted. Returning or continuing FWS student workers **MUST**



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be rehired each term and cannot start working until their FWS eligibility **is re-evaluated** by the Financial Aid Office.

- **International rehires** will need to reauthorize their Form I-9 after every semester. To do this you will need two employment authorization letters, one from the Office of International Programs and the second from your employer. Submit your letters to the Office of Student Employment.

Payroll

NOTE: Due to the COVID 19 Pandemic we will utilize online forms to process your direct deposit. Our office will automatically send you an online direct deposit form when we receive your job offer letter from your supervisor.

All CCSF employees are paid through direct deposit. If you do not have a bank account, you can obtain a prepaid card from your local retailer and provide us with your account number for direct deposit. You must have this information on file before hire.

Please visit Student Employment Office, MUB 260, or contact studentemployment@ccsf.edu for access to the direct deposit form.

If you have questions about payroll or need verification of employment, please contact the Payroll Services, payroll-intake@ccsf.edu, 415-241-2241.

W4 & I9

Exemptions Definition

- A tax exemption is the right to exclude all or some income from taxation by federal or states governments. Most taxpayers are entitled to various exemptions to reduce their taxable income, and certain individuals and organizations are completely exempt from paying taxes. Please consult a certified tax professional for tax questions and concerns.
- Income is subject to Federal and State Income Taxes. Federal Work-Study (FWS) earnings are exempt from FICA taxes.
- All employees must have a W-4 & DE-4 Employee Withholding Allowance Certificate record on file. State and Federal tax filing status will default to single with one exemption (S-1) after you are a registered employee. Once you are an employee, you can update your



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tax information in myRAM. Please consult a certified tax professional for W-4 & DE-4 questions and concerns.

****Note:** International students may only claim the status S-1 single with one exemption. They must also pay an additional withholding tax on a bi-weekly basis.

Social Security Number

If you misplaced or need to obtain a social security number, please see the resources listed below.

Misplace your social security number

If you already have a Social Security Number, but need a replacement Social Security Card, you may be eligible to apply for a replacement online.

Please visit: <https://www.ssa.gov/myaccount/replacement-card.html>

Need to obtain a Social Security Number

If you do not have a Social Security Number, for payroll purpose, you must apply for one at any Social Security Administration (SSA) office.

The SSA's San Francisco and Daly City locations are:

1098 Valencia Street, San Francisco, CA 94110

560 Kearny Street, San Francisco, CA 94108

355 Gellert Blvd. Suite 201, Daly City, CA 94015

Please call the SSA at 1-800-772-1213 (TTY 1-800-325-0778) between 7:00a.m. - 7:00p.m., Monday- Friday, for information on what documentation is needed by the SSA to apply for a social security card.



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International F-1/ M-1 Nonimmigrant Students

1. Before you can apply for a SSC, please find a job (www.ccsf.edu/jobs) and obtain a Job Offer Letter from your employer. Then, take your Job Offer Letter to the Office of International Programs in Cloud Hall room 212. **NOTE: Due to the COVID 19 Pandemic we will utilize online forms to process hiring paperwork. Your supervisor will complete an online job offer letter to help initiate this process.**
2. The Office of International Programs will provide you with a letter directed to the Social Security Administration stating you will be hired on- campus. **NOTE: Due to the COVID 19 Pandemic your letter will be emailed to you.**
3. Take the SSA letter and all other required documents to the SSA office to apply for a Social Security Card. **NOTE: Due to the COVID 19 Pandemic you may contact SSA via online, ssa.gov.**
4. Once received, please take your Social Security Card to Admissions and Records in MUB 188 to update your student record with your Social Security Number, per payroll purpose. **NOTE: Due to the COVID 19 Pandemic you may contact A&R via email, admit@ccsf.edu, to complete this step.**

Undocumented Students

If you are currently undocumented or are unclear about your eligibility to work in the United States please contact [City DREAM](#), a resource center for undocumented students, students from mixed status families, and all students affected by immigration or citizenship issues. City DREAM will continue to grow as a welcoming and dedicated student hub to ensure the success of our undocumented students.



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Section 3: Campus-wide Policies

EQUAL EMPLOYMENT OPPORTUNITY

The San Francisco Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/ HIV status, medical conditions, gender identity or status as Vietnam –era veteran, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities and individuals from all ethnic and other groups indicated above, to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas. An Equal Employment Opportunity Plan will be maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.

Minimum Wage Ordinance

In 2017 the Board voted to keep wages for CCSF Student Workers in line with the local minimum wage. The minimum wage rate will be adjusted on an annual basis in accordance with the minimum wage ordinance. For more information, visit <https://sfgov.org/olse/minimum-wage-ordinance-mwo>



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Americans with Disabilities Act and FEHA

Consistent with its policy on non-discrimination and its legal obligation, the District will comply with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA). When necessary, the District makes reasonable accommodations for individuals with disabilities who request an accommodation with the advice of their health care providers. For information and for a copy of the San Francisco Community College Employees' ADA Accommodations Program Brochure contact the Office of Title 5/EEO/ADA Compliance or visit the webpage: http://www.ccsf.edu/Offices/Title_5-EEO-ADA_Compliance

CCSF Sexual Harassment Policy

The San Francisco Community College District Policy 1.36 – Sexual Harassment prohibits all forms of sexual harassment, in accordance with the law. The policy applies to all employees, students, and third parties (such as vendors). The College is committed to a sexual harassment free college. To view BP 1.36 go to www.ccsf.edu/Board, at the webpage menu select Policies and Administrative Procedures.

Drug/Alcohol Free Campus

It is the policy of the San Francisco Community College to maintain a campus free of the unlawful manufacture, distribution, dispensing, possession or use of controlled substances as listed in Section I-V of Section 202 of the Controlled Substances Act (21 USC Section 812), which includes, but is not limited to, substances such as marijuana, heroin, cocaine, amphetamines, and alcohol.

For additional information regarding this policy, visit

http://www.ccsf.edu/Policy/Manuals/2/bp2_14.pdf

Smoking Policy

The Chancellor shall establish an administrative procedure to prohibit smoking on San Francisco Community College District facilities except for certain designated areas. The areas designated for smoking are to be specified.



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Report Policy Violations

Please contact our Office of Student Employment, studentemployment@ccsf.edu for any violations of these policies, so we are aware of any violations reported, able to track the progress of them and help you navigate this process.

City College of San Francisco contacts: Title 5/EEO/ADA/Title IX Compliance Officer or the Vice Chancellor Student Development Office.

U.S. Department of Education, Office for Civil Rights

Region IX - San Francisco Office: (415) 486-5555

Department of Fair Employment and Housing (state government) www.dfeh.ca.gov; (800) 884-1684 (within California); (916) 227-0551 (Outside of California); TTY number (800) 700-2320

Equal Employment Opportunity Commission (federal government) (800) 669-4000; TDD number (800) 800-3302



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Section 4: Student Work Policies

Student worker schedule

Any student, with the approval of their supervisor may work after a semester ends (“Intersession”) or before a semester begins (“Early Clearance”). Students may also work during Spring Break, Winter Break, Summer, and other holidays if both students and supervisors agree to the students working during these times. However, if a student chooses to work on a holiday they will be compensated at their regular rate. Additionally, student workers are not entitled to holiday pay and will only be compensated if they elect to work during the holiday.

Students may not work during their class time, because school comes first, and we want students to focus on their academics. For weekends and holidays, students may work with the approval of their supervisor. Student workers must not work more than 15 hours a week and not more than 8 hours a day. Even if students are hired into multiple positions, they may not work more than 15 hours per week in total. ****CalWORKs students can work up to 20 hours a week.**

- For **Federal Work Study positions:** Student workers’ total wages **must not exceed** their total FWS award. The award can be increased. Your supervisor must send a request to the Financial Aid Office. Its approval is subject to the availability of FWS funds.

The position in which you are hired for shall follow duties as described in the job post. Training will be provided by your supervisor. Student employees are considered “At Will” and serve at the discretion of the hiring department. For questions or concerns please contact the Student Employment Office by phone (415) 452-5669 or email studentemployment@ccsf.edu

Timesheets

After students have been hired by their supervisor for 24 hours, in myRAM portal, there will be a new tab, EMPLOYEE. Use this tab to submit your timesheet, with time and hours worked on a bi-weekly basis. Please be sure to submit your time sheet for approval by the deadline posted on the time sheet to ensure you are paid on time. Please also note that your supervisor may ask you to submit your timesheet even earlier in order to review and approve them in a timely manner.



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If students suspect any of their timesheets were not processed properly, resulting in accidental unpaid wages, students must contact both their supervisor and the Office of Student Employment within 30 days of the end of the semester in which the pay period(s) in question occurred.

CalWORKs students Only

In addition to submitting their timesheets on myRAM for their supervisor to approve, CalWORKs students will also need to email an electronic copy of their timesheets to the CalWORKs Office for approval.

Breaks

Student workers are entitled to breaks and sick leave. Please see below for a detailed explanation of both policies.

Figure 1: California Rest Break

California Rest Break Law Chart

| Hours on the Clock | Rest Breaks |
|--------------------|-------------|
| 0 – 3:29 hrs | 0 |
| 3:30 – 6 hrs | 1 |
| 6:01 – 10 hrs | 2 |
| 10:01 – 14 hrs | 3 |
| 14:01 – 18 hrs | 4 |
| 18:01 – 22 hrs | 5 |

California Rest Break Requirements

- Your boss must give you a rest break of at least 10 consecutive minutes that are uninterrupted.
- Rest breaks must be paid.
- If you work at least 3.5 hours in a day, you are entitled to one rest break. If you work over 6 hours, you are entitled to a second rest break. If you work over 10 hours, you are entitled to a third rest break.
- Rest breaks must to the extent possible be in the middle of each work period. If you work 8 hours or so, you should have a separate rest break both before and after your meal break.
- Your boss may not require you to remain on work premises during your rest breaks.
- You cannot be required to work during any required rest breaks. [Cal. Lab. C. 226.7]. BUT, you are free to skip your rest breaks provided your boss isn't encouraging or forcing you to.



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Figure 2: California Meal Break

California Meal Break Law Chart

| Hours on the Clock | Meal Breaks |
|--------------------|-------------|
| 0 – 5 hrs | 0 |
| 5:01 – 10 hrs | 1 |
| 10:01 – 15 hrs | 2 |
| 15:01 – 20 hrs | 3 |
| 20:01 – | 4 |

California Meal Break Law Requirements

- If you work over 5 hours in a day, you are entitled to a meal break of at least 30 minutes that must start before the end of the fifth hour of your shift. BUT, you can agree with your boss to waive this meal period provided you do not work more than 6 hours in the workday. You can also agree with your boss to an on-duty meal break which counts as time worked and is paid.
- If you work over 10 hours in a day, you are entitled to a second meal break of at least 30 minutes that must start before the end of the tenth hour of your shift. You can agree with your boss to waive the second meal break if you do not work more than 12 hours and you did not waive your first meal break.
- You must be allowed to take your meal break off work premises and spend your break how you wish, since it is off the clock.
- You cannot be required to work during any required meal break. [Cal. Lab. C. 512].
- As of 2012, your boss has an affirmative obligation to ensure that breaks are made available to you but the actual taking of meal breaks is left to the employee. In other words, you are responsible for “breaking” yourself.

Note, rest breaks and meal breaks are supposed to be separate, they should not be combined. Your boss cannot give you a single 1-hour break and say that that counts as all of your meal breaks and rest breaks.

Keep in mind, there are many exceptions to the above for certain industries, such as the construction, healthcare, group home, motion picture, manufacturing, and baking industries.

*[Link](#) for more information

Sick Leave

California Healthy Workplaces/Healthy Families Act & SF Paid Sick Leave Ordinance

Employees in San Francisco are entitled to paid sick leave under both California and San Francisco law.

How Much Paid Sick Leave Do San Francisco Employees Accrue?

- **One** hour of paid sick leave earned for every **30** hours worked
- Employees begin accruing sick leave on the 1st day of employment
- Employers with 10 or more employees must allow employees to accrue at least up to 72 hours.
- Accrued paid sick leave carries over from year to year
- Amount of available paid sick leave must be listed on each paycheck or wage statement



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When and How Can Employees Use Paid Sick Leave?

- Can start using paid sick leave on the 90th day of employment
- May use paid sick leave for an existing health condition or preventive care, or for specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking
- May use paid sick leave for employee's own care or care of a specified family member or designated person

<https://sfgov.org/olse/paid-sick-leave-ordinance-pslo>

<https://sfgov.org/olse/sites/default/files/PSL%20FAQ%20-%20Posted%2003.19.20.pdf>

COVID Guidelines for In Person

During the pandemic some programs/departments are being permitted to return to campus on a case-by-case basis following the approval of their Return to Campus plan. If students are permitted to work in-person during the pandemic, supervisors will provide guidelines for maintaining a safe work environment. The Office of Student Employment's #1 priority is the health and safety of our student workers.