



# Office of Student Employment

50 Phelan Avenue Conlan Hall 106 · San Francisco, CA 94112 · 415-452-5669 · [studentemployment@ccsf.edu](mailto:studentemployment@ccsf.edu)

## Supervisor Guidelines

**GENERAL RULE: Student workers may not perform duties that may replace a Classified Employee.**

1. Student workers must complete the Student Hiring Eligibility Process (SHEP) and hired in Web4 by you, before the first day of employment.
2. Maintains safe work environment and provides all necessary training, materials, and equipment to perform the requirements of the students work assignment. Job posts should include or relate to all duties the student will be responsible for.
3. Monitors the students work hours to be sure that student works 15 hours per week or less, does not work more than 8 hours per day, and verifies accuracy of hours worked.
4. Approves time sheet for payment and submits to Payroll Office in a timely manner.
5. Student workers are entitled to a paid 15 minute break for every 4 hours worked. Student workers are entitled to an unpaid ½ hour - 1 hour lunch break, duration can be arranged between the supervisor and the student, if they work a period of 5 hours or more.
6. Provides on- site supervision or assigns temporary supervisor if the student is working when regular supervisor is not physically on campus.
7. Student workers must stop working immediately per termination date in SHEP, unless approved for an extension by the Office of Student Employment.
8. Employment cannot be terminated without “just cause” or reasonable notice. Document all incidents. It is recommended, supervisors wishing to terminate a student employee should complete a performance evaluation (written warning) before terminating employment.
9. Terminate a student’s position in SHEP if the student quits, etc.
10. Recommendation: The Office of Student Employment highly encourages the use of the performance evaluation form as it may contribute to the student’s professional growth.

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## Student Employee Guidelines

Each student employee is an important and valuable asset to the successful operation of City College of San Francisco. We want you to enjoy the association and expect that you will put forth your very best effort. The following information is general in nature. Your supervisor will explain what is expected of you for your specific job assignment.

**GENERAL RULE: Student worker's may not perform duties that may replace a Classified Employee.**

1. The people in the office where you are assigned are depending on your help. Continued tardiness or failure to notify your office whenever you cannot report for work can be sufficient grounds for termination of your employment.
2. You are expected to work the hours assigned and to indicate the number of hours worked on your time sheet each working day, before the end of your shift. Any departure of this procedure must be approved by your supervisor.
3. Avoid scheduling appointments that will conflict with your work schedule. If you cannot avoid doing so, please notify your supervisor as far in advance as possible.
4. Information regarding individual student or staff members that you may come in contact with during the course of your work is considered to be confidential and may not be released without your supervisor's specific approval.
5. Your friends should not visit you during working hours.
6. Personal phone calls are highly discouraged and may be made only with your supervisor's specific permission. Use of office telephones, computers, and other office equipment for personal use is prohibited, unless approved by your supervisor.
7. Ask questions whenever you do not understand the instructions given to you; make sure you understand what is expected of you.
8. Maintain a professional attitude and appropriate work attire.
9. Meet SHEP requirements throughout the semester; e.g. maintain minimum enrollment requirement, complete 2 step TB screening, etc.
10. Do not exceed the maximum of 15 hours per week. Other program restrictions may apply, please discuss this with your supervisor.

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