2009-2010 Academic Year  
Terms and Conditions of Employment

FEDERAL WORK STUDY / LAB AIDES /CalWorks /PAES:

1. You are enrolled and will (while employed) maintain a minimum of 6 units in the Fall and Spring semesters and 3 units in the Summer. Noncredit students need 12 hours in Fall and Spring and 6 hours in the Summer.

2. You will complete an application for each employer if you work for more than one department, using a rehire form for each additional employment.
   - You will not work as a LAB Aide, Calworks, PAES, and FWS at the same time.
   - You will not exceed 15 hours of work a week for one or more departments.
   - LAB AIDES/Calworks/PAES Students may not work on FLEX DAYS - FURLOUGH DAY – AND SEMESTER BREAK (Fall, Spring, and Summer) unless special consideration is given by Student Payroll.

3. You have employment clearance from Student Personnel.

4. If you do not submit web entry timesheets by the departmental deadline, your payment will be available the following payday.

5. If you have not worked for 1 year or more, CCSF student Health Center will determine if your TB Test/X-Ray should be repeated.

ADDITIONAL INFORMATION FOR FEDERAL WORK STUDY (FWS) AIDES:

- You must have an ESTIMATED amount of Federal Work Study for 2009 – 2010 on your award letter.
- You may not work during breaks (when school is not in session) unless you are enrolled in the subsequent semester, Fall, Spring, or Summer, and Student Personnel has verified your enrollment status and you have been processed for Early Semester Student Employment.
- You can not exceed your FWS award. You must stop working when:
  - you have earned all funds that have been awarded to you,
  - you dropped below 6 units/12 non-credit hours in Fall, Spring, or below 3 units/6 non-credit hours in Summer,
  - your department has exhausted their FWS allocation.
- Standard payroll processing time for new hires/rehires takes two to four weeks from the date of the employment clearance.
EMPLOYER

1. With your signature you state:
   • You have an approved budget to hire a college aide.
   • You have listed the entire budget number on the employment application.
   • You will employ this student only for the number of hours you indicate, unless hours are less than 15 per week and your budget allows for the increase.
   • You have student employment confirmation by accessing the Student Employment Approval/Pending Form “PWASEAS” or PWISEAS on Banner.
   • You will provide training and supervision for the student.
   • You will stop the student from working when your budget is exhausted.

2. No Webtime entry will be processed if the time deadline has passed. In this case student’s earning will be processed in the next Pay Period – two weeks later.

3. All FWS/Lab Aide/CalWorks/PAES students’ WebEntry time sheets should be approved by the student’s designated approving supervisor. If the student works for more than one supervisor, each supervisor must approve the web entry time sheet under their supervision.

4. You must establish and monitor your budget(s), as well as the FWS student’s award amount by pay period, notifying your student employee(s) when your allocation or student’s FWS award is expended.

5. FWS/Lab Aide positions must be advertised through the Career Development and Placement Center’s job announcement website.

STUDENT EMPLOYMENT UNIT

The staff will make every attempt to process college aides as soon as possible. Work authorization will be withheld if the required forms are incomplete or contain incorrect information. Pay rates will be $9.00 an hour. For off-campus work assignment with community service agencies, the pay rate is $9.50 an hour.

All questions concerning College Aide employment should be directed to Student Personnel, City College of San Francisco, 33 Gough, San Francisco, CA 94103, (415) 487-2467.