



# Office of Student Employment

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50 Frida Kahlo Way MU260 · San Francisco, CA 94112 · 415-239-3541 · [studentemployment@ccsf.edu](mailto:studentemployment@ccsf.edu)

On– Campus

# Student Employment Handbook

For Students

**[ccsf.edu/shep](https://ccsf.edu/shep)**

Updated: 8/2019



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## **Student Employment Handbook for Students**

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.

### **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.

### **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.



## EMPLOYMENT PRACTICES AND PROCEDURES

### Student Hiring Eligibility Process (SHEP)

Student workers **must** complete the Student Hiring Eligibility Process (SHEP) before your first day of employment, SHEP is available in Web4.

Log into **Web4**:

- Student Portal
- Student Employment
- choose CURRENT TERM
- Complete SHEP **steps 1** through **7**, while seeking on- campus employment. Complete **step #8** only after you have been provisionally hired by an employer.

### 1. Review/ correct your personal information

- Birthdate
- Address
- Telephone

### 2. Enrollment requirement

- **Credit students** must be enrolled in at least **6 credit units** each semester (3 credits for Summer)
- **Non- credit** students must be enrolled in **12 hours** each semester (6 hours for Summer)
- **International students** must be enrolled in at least **12 credit units** each semester (3 credits for Summer)

Note: Credit units and Non- credit hours cannot be combined to meet the enrollment requirement. Your employment may be terminated automatically if you do not meet this criterion by the end of the fourth week of the semester.



## **3. Tuberculosis (TB) Screening and Clearance**

**Student Health Services** will clear you for hire, in regards to TB screening. For them to do this, you must first read and agree to the release procedure in Web4:

- **TB Information Release Agreement**

TB screening is free for credit enrolled students at Student Health Services.

Bring your CCSF photo ID with you to your appointment.

You may schedule a TB appointment with your personal physician and take your results to **Student Health Services** for TB clearance.

To schedule an appointment with Student Health Services:

- Email: studenthealth@ccsf.edu
- Phone 415-239-3110
- Student Health Services HC100

<http://www.ccsf.edu/en/student-services/student-health-services.html>

## **4. CCSF Sexual Harassment Policy**

- **You must read and agree to the CCSF Sexual Harassment Policy**

It is the policy of the San Francisco Community College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal statutes. Record your understanding of the CCSF Sexual Harassment Policy in SHEP step #4, available through WEB4.

For additional information regarding this policy and the procedures involved, see [http://www.ccsf.edu/Policy/Manuals/1/bp1\\_36.pdf](http://www.ccsf.edu/Policy/Manuals/1/bp1_36.pdf)



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## **5. Employment history with the City and County of San Francisco or City College of San Francisco**

- You must read and answer 4 questions to document your employment history

## **6. Complete payroll related forms**

### **PAY**

All CCSF employees are paid through direct deposit or via Pay Card. You must have this information on file before hire.

In Web4 you can:

- Submit/ change your bank account information *OR* Choose PayCard

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**We have temporarily disabled Web4 direct deposit setup access. Please visit Student Employment Office or contact [nmoafanua@ccsf.edu](mailto:nmoafanua@ccsf.edu) for access to the direct deposit form.**

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If you choose to enter your bank information, you will receive direct deposit. If you choose to be paid by PAYCARD, your pay will be deposited into this debit card. You will need to pick up your PAYCARD at Cloud Hall 324 on your first pay day. When picking up your PAYCARD, you will need to provide documents that establish your identity. Please contact our Payroll department for more information 415-241-2241.

### **W-4**

All employees must complete a W-4 Employee Withholding Allowance Certificate. 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 W-4 information in Web4. Please consult a certified tax professional for W-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.



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## TAXES

Income is subject to Federal and State Income Taxes. Federal Work-Study (FWS) earnings are exempt from FICA taxes.

### How to apply for a social security card

If you do not have a Social Security Number, for payroll purpose, you must first 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.

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>

### Note: International F-1/ M-1 Nonimmigrant Students

1. Before you can apply for a SSC, please find a job ([www.ccsf.edu/jobs](http://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.
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.
3. Take the SSA letter and all other required documents to the SSA office to apply for a Social Security Card.
4. Once received, please take your Social Security Card to Admissions and Records in MUB room 188 to update your student record with your Social Security Number, per payroll purpose.



## **7. Print the “Eligible for Hire” page.**

When you have successfully completed steps 1 through 6, click on the “**Eligible for Hire**” button in Web4. Review this summary so you know how far you are in the SHEP process. You may print the page and bring it with you when you look for on- campus student employment.

Visit departments in person or look for jobs online here: **[www.ccsf.edu/jobs](http://www.ccsf.edu/jobs)**

## **JOB CLASSIFICATIONS**

### **-FEDERAL WORK STUDY (FWS)**

The Federal Work Study (FWS)\* program is a federally funded program in the United States that assists students with their cost of education. The FWS program helps students earn financial funding through a part- time work program. The program is based on financial need and students must be accepted into the program to qualify. To qualify for the FWS program, students must apply for federal assistance through Free Application for Federal Student Aid (FAFSA), [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The FAFSA program will determine if you qualify. Please contact the Financial Aid office for more information,

415-239-3577 [www.ccsf.edu/en/student-services/financial-aid.html](http://www.ccsf.edu/en/student-services/financial-aid.html)

*\*International F-1/ M-1 students do not qualify for FWS positions.*

### **-LAB AIDE**

Lab Aide is a term CCSF uses to identify our student worker general fund. Student workers who are ineligible for FWS can apply for Lab Aide funded positions as long as you meet all SHEP requirements and qualifications listed on the job post.

### **-GRANTS/ CalWORKs**

Grants and CalWORKs funded positions are available to those who qualify, the job post will list the required qualifications. For more information please inquire within the departments offering Grant funded positions.



## **8. Form I-9 (Employment Eligibility Verification Form)**

Once you have been offered an on- campus job, obtain a Form I-9 (Employment Eligibility Verification Form) and take it with the appropriate documentation to Student Employment.

The Form I-9 (Employment Eligibility Verification Form) is available online: <https://www.uscis.gov/i-9> OR in Web4 via SHEP step#8. Please use a secure web browser to access the form.

- Complete only Section 1.
- Review the **LIST OF ACCEPTABLE DOCUMENTS** and choose (ORIGINAL) documents to bring with you, to establish identity and employment authorization, at the time of i-9 processing. Employees may present **one selection from List A OR a combination of one selection from List B and one selection from List C for i-9 processing.**

Bring your:

- Form I-9
- Student Employment Job Offer Letter/ Form\*
- Appropriate (original) documentation (review the list of acceptable documents)

To the Office of Student Employment in MUB 260.

Form I-9's are processed Monday– Thursday, please visit [www.ccsf.edu/shep](http://www.ccsf.edu/shep) for office hours and more information.

\*Your supervisor should complete the **Student Employment Job Offer Letter/ Form** at the time he/ she offers you a position. International students must visit the Office of International Programs in Cloud Hall 212 to obtain a second employment authorization form. All students must submit your job offer form/s and acceptable documentation to the Office of Student Employment (MUB 260) for Form I-9 processing. For more information regarding international students, see [www.ccsf.edu/international](http://www.ccsf.edu/international).





## **TIME SHEET**

24 hours after you are successfully hired by your supervisor, you will receive a new tab in Web4 labeled EMPLOYEE. Time sheets are accessible through the employee main menu. Please record and save your hours worked onto your time sheets, this is how you are paid. Submit your time sheet for approval by deadline posted on time sheet. Student employees are paid bi-weekly, same pay schedule as classified employees of CCSF.

## **SICKPAY**

### **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 local 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

#### **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>**



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## EARLY TERMINATION NOTICE

If you do not complete the SHEP requirements entirely, this includes the required 2<sup>nd</sup> TB test within your 1<sup>st</sup> month of work, you will receive an early termination notification via email. Please resolve the issue/s before the termination date to avoid early termination.

## ASSIGNMENTS

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) 239-3541 or email [studentemployment@ccsf.edu](mailto:studentemployment@ccsf.edu) .

## TERM OF ASSIGNMENT

Student employees must not work more than 15 hours a week and not more than 8 hours a day. Student employees may not work more than 5 days, Monday through Sunday. You may be hired into 2 positions, but you may not exceed 15 hours per week. Student Hiring Eligibility Process must be completed every semester, as student workers are terminated at the end of every semester.

## REHIRES

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. Advise your supervisor of your successful completion of SHEP.

**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.



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## Student Rights and Policies

### **BREAKS**

You are entitled to meal and rest breaks: a 30-minute meal break if you work more than 5 hours in a workday, and 10-minute breaks for every 4 hours you work.

### **SAFETY**

You have the right to a safe work environment. It is your responsibility to read all available safety literature and to perform the duties of your job in a safe manner. Please contact your site supervisor for any additional safety materials.

### **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, see

[http://www.ccsf.edu/Policy/Manuals/2/bp2\\_14.pdf](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.

### **SUPERVISION**

You have the right to clear instructions, a safe work environment, and all necessary equipment and materials to perform the required work. Your supervisor or their official designee will be available to you on campus at all times when you are working. Student employees are not issued keys and do not have the authority to open or close facilities.

For any questions or concerns please contact the Student Employment Office by phone (415)239-3541 or by email [studentemployment@ccsf.edu](mailto:studentemployment@ccsf.edu) .

For Student Advocacy and Grievance please visit the following webpage:

<https://www.ccsf.edu/en/student-services/student-conduct/CG.html>



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## STUDENT RESPONSIBILITIES

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 tell you what is expected of you for your specific job assignment. Please do not work until you are officially hired in Web4, or will be considered volunteered hours.

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, to avoid early termination. Other Grant program restrictions may apply, please discuss this with your supervisor.