



# OFFICE OF STUDENT EMPLOYMENT

50 FRIDA KAHLO AVENUE, MUB 260 • SAN FRANCISCO, CA 94112 ☎ (415) 452-3541 • [studentemployment@ccsf.edu](mailto:studentemployment@ccsf.edu)

## Fall 2021 Bulletin

### Important Dates

- Last Day of Summer Session: Sunday, 8/1
- Summer-Fall Intersession: Monday, 8/2 – Friday, 8/6
  - Deadline to apply for Intersession work: Wednesday, 8/4 at 5pm
- Fall Early Clearance: Saturday, 8/7 – Friday, 8/13
  - Deadline to apply for Early Clearance work: Monday, 8/9 at 5pm
- First Day of Fall Semester: 8/14
  - Deadline to hire for Fall: Friday, 11/19 at 5pm

Requests for Intersession and Early Clearance work can be sent to Nanette Moafanua at [nmoafanua@ccsf.edu](mailto:nmoafanua@ccsf.edu). Please note: Students must be approved to work during Intersession and Early Clearance periods and your department may be responsible for covering the cost of any unapproved hours worked during this time.

### Resources

#### **Supervisor Flex Day Workshop**

In response to feedback we have received from supervisors the Office of Student Employment is offering workshops for those who would like to improve their supervisory practice and connect with other supervisors to share tips and tricks. Topics will include best practices for creating an inclusive workplace, how to set clear expectations, and how to have difficult conversations about areas for improvement, among others. Please join us for the first of two workshops on this coming Flex Day, August 13<sup>th</sup> from 11:00am – 12:15pm, for [Strategies for Strengthening Your Supervisory Skills with Student Employees \(Part 1\)](#). If you aren't able to attend a recording will be posted on our [website](#).

There will be two corresponding workshops for students that can count towards a student's hours (dates TBD).

#### **Updated Supervisor Handbook**

A revised supervisor handbook can be found attached to this email and will be posted to the SHEP website after being reviewed for ADA compliance.

#### **Updated Student Handbook**

A revised student handbook can be found attached to this email and will be posted to the SHEP website after being reviewed for ADA compliance.

### Policy Updates

#### **On-Campus/In-Person Work**

The pandemic has created a very fluid situation for our campus community which will require flexibility as restrictions are added and reduced in accordance with the ebbs and flows of the virus. The Office of Student Employment is not equipped to determine what constitutes a safe working environment. Therefore, if you want your essential student workers to be in-person/on-campus you must include those positions in your Return to Campus (R2C) plan along with the health and safety measures you intend to implement to maintain a safe

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working environment. If your plan is approved, you may submit a job posting via SHEP and indicate the campus where the student will be physically located. We will then process your paperwork and your student worker will be required to submit a negative TB test via Student Health Services.

## Remote/Online Work

If your student workers will be online and/or remote for Fall 2021 they will continue to be exempt from the TB testing requirement. Supervisors of online/remote student workers will continue to be required to submit the Student Worker Remote Duties form, which will be provided by our office once you complete the SHEP process.

## FOAPAL Guide

- Federal Work Study: Fund #121409; Account #2375
- Lab Aide and Grants: Fund # is determined by funding source; Account #2370

## Wage Increase

Per the [San Francisco Minimum Wage Ordinance](#), effective 7/1/21 student workers' wages are set at \$16.32/hr.

## Federal Work Study (FWS)

The FWS referral form for 2021-22 can be found at: <https://tinyurl.com/2122fwsReferralForm>. Questions about FWS can be directed to Elena Forman at [eforman@ccsf.edu](mailto:eforman@ccsf.edu).