



OFFICE OF STUDENT EMPLOYMENT

50 FRIDA KAHLO AVE, MUB 260 • SAN FRANCISCO, CA 94112 ☎ 415.452.3541 • studentemployment@ccsf.edu • www.ccsf.edu/SHEP

Spring 2023 Bulletin

Important Dates

- Last Work Day of Fall 2022: Tuesday, 12/20
- Fall 2022 – Spring 2023 Intersession: Wednesday, 12/ 21 – Friday, 1/6
 - Deadline to apply for Intersession work: Thursday, 12/22 at 5pm
- Spring Early Clearance: Saturday, 1/7 – Friday, 1/13
 - Deadline to apply for Early Clearance work: Monday, 1/9 at 5pm
- First Work Day of Spring 2023: Tuesday, 1/17
- Deadline to hire for Spring: Friday, 4/28 at 5pm
- Last Work Day of Spring 2023: Wednesday, 5/24

Important Reminders

- Students must be approved to work during Intersession and Early Clearance periods; your department may be responsible for covering the cost of any unapproved hours worked during this time. Requests for Intersession and Early Clearance work should be sent to Student Employment at studentemployment@ccsf.edu.
- New student hires cannot begin work until the supervisor has been notified they are cleared for hire.
- Students previously employed by City & County of SF are NOT eligible for Student Employment.
- Supervisors are responsible for tracking student workers' Federal Work Study (FWS) hours to ensure they do not go over their allotted FWS approved hours.

Policy Updates

On-Campus/In-Person Work

Currently all in-person student workers are required to have proof of Covid-19 vaccination or a valid exemption on file with the College. Students not in compliance with this requirement will not be eligible for on-campus work and can only be hired into remote/online positions. To submit your proof of vaccination or find out the most current information on CCSF Covid policies please visit <https://www.ccsf.edu/covid-19-updates>.

Remote/Online Work

If your student workers will be online and/or remote for Spring 2023 they will be exempt from the Covid-19 vaccination and TB test requirement but cannot come to campus for any work-related duties. Supervisors of online/remote student workers will be required to submit a Supervisor Agreement Remote Duties form, which will be provided by our office once you complete the SHEP process. Students hired as remote/online cannot transition to in-person work without first being terminated and rehired into an on-campus/in-person job and then submitting to the Covid-19 vaccination and TB clearance process.

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Not Sure If Your Student Worker Will Be In-Person or Remote/Online?

If you are not sure whether your student worker will be remote/online or in-person this semester we suggest you classify your position as in-person. This will prompt your student worker to go through the Covid-19 vaccination and TB clearance process.

FOAPAL Guide

- Federal Work Study: Fund #121410; Account #2375
- Lab Aide and Grants: Fund # is determined by funding source; Account #2370

Wage Increase

Per the [San Francisco Minimum Wage Ordinance](#), effective 7/1/22 student workers' wages are set at \$16.99/hr.

Federal Work Study (FWS)

The FWS referral form for 2022-23 can be found at: <https://tinyurl.com/ccsfFwsReferralForm>.

Questions about FWS can be directed to Elena Forman at eforman@ccsf.edu.