



# OFFICE OF STUDENT EMPLOYMENT

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

## Spring-Summer 2022 Bulletin

### Important Dates

- Last Work Day of Spring 2022: Wednesday, May 25<sup>th</sup>
- Spring-Summer Intersession: Thursday, May 26<sup>th</sup> to Friday, May 27<sup>th</sup>
- Summer Early Clearance: Saturday, May 28<sup>th</sup> to Sunday, June 5<sup>th</sup>
- First Work Day of Summer 2022: Monday, June 6<sup>th</sup>
- **Last day to hire for Spring and the deadline to apply for both Intersession and Early Clearance:** Friday, April 29<sup>th</sup> at 5pm.

Please note: Students **cannot** work during Intersession or Early Clearance periods without approval from the Office of Student Employment. Your department may be responsible for covering the cost of any unapproved hours worked during this time.

To apply for Intersession and/or Early Clearance work please email your request to [studentemployment@ccsf.edu](mailto:studentemployment@ccsf.edu).

### Updates

#### **Nanette Moafanua On Leave**

Nanette will be on maternity leave from approximately Thursday, April 7<sup>th</sup> to Monday, August 1<sup>st</sup>, 2022 – congratulations Nanette! In her absence Janel Hadden ([jhadden@ccsf.edu](mailto:jhadden@ccsf.edu)) and Zach Lam ([zlam@ccsf.edu](mailto:zlam@ccsf.edu)) will be covering the Office of Student Employment. Starting 4/4/22 communications that previously went to Nanette should be directed to [studentemployment@ccsf.edu](mailto:studentemployment@ccsf.edu). We strongly encourage all supervisors requesting intersession/early clearance or other items that require OSE approval to submit your requests as early as possible to ensure a timely response. Thank you in advance for your patience.

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

The policy and process for in-person student workers for Spring 2022 remains the same until further notice: if you want your student workers to be in-person/on-campus you must include those positions in your Return to Campus (R2C) plan under the “volunteers” section, along with the health and safety measures you intend to implement to maintain a safe working environment.

#### **Remote/Online Work**

If your student workers will be online and/or remote they will continue to be exempt from the TB clearance 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. Students hired as remote/online cannot transition to in-person work without first being rehired into an on-campus/in-person job and then submitting to the TB clearance process.

#### **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 TB clearance process

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with Student Health so that in the event they need to come on campus they will be ready to work. Students who have not received TB clearance cannot work in-person under any circumstances until they are cleared by Student Health.

## **Wage Increase**

The current minimum wage of \$16.32/hr is set to increase on 7/1/22. The new wage has not been announced but you can find the latest information at: [San Francisco Minimum Wage Ordinance](#).

## **Student and Supervisor Handbooks**

Here are the most up-to-date versions of the [Student](#) and [Supervisor](#) Handbooks, which are also linked from the Office of Student Employment's [website](#).