



OFFICE OF STUDENT EMPLOYMENT

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

Summer 2022 Bulletin Reminders

Important Dates

- Last Work Day of Spring 2022: Wednesday, May 25th
- Spring-Summer Intersession: Thursday, May 26th to Friday, May 27th
- Summer Early Clearance: Saturday, May 28th to Sunday, June 5th
- First Work Day of Summer 2022: Monday, June 6th
- Last Work Day of Summer 2022: Sunday, July 31st

NOTE: The deadline to hire for Summer 2022 is Wednesday June 15th. Please submit your Summer job offers as early as possible to allow enough time to process students. Students who require OIP approval should submit their requests ASAP to ensure a timely response. Job offer letters will be processed in the order received.

Updates

Nanette Moafanua On Leave

Nanette is currently on maternity leave until Monday, August 1st, 2022. Please continue to send all communications to studentemployment@ccsf.edu.

On-Campus/In-Person Work

The policy and process for in-person student workers for Summer 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 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 to \$16.99/hr effective July 1, 2022. Students can work a maximum of 15 hours per week. For more info: [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](#).