



OFFICE OF STUDENT EMPLOYMENT

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Spring-Summer 2023 Bulletin

Important Dates

Spring 2023	<ul style="list-style-type: none"> Last work day of Spring: Wednesday, May 24th
Intersession	<ul style="list-style-type: none"> Intersession: Thursday, May 25th to Friday, May 26th Deadline to apply for Intersession: Friday, May 19th at 5pm
Early Clearance	<ul style="list-style-type: none"> Early Clearance: Saturday, May 27th to Sunday, June 4th Deadline to apply for Early Clearance: Friday, June 2nd at 5pm
Summer 2023	<ul style="list-style-type: none"> First work day of Summer: Monday, June 5th Last day to hire for Summer: Friday, July 7th at 5pm Last work day of Summer: Sunday, July 30th

Please note: Student workers **cannot** work during Intersession or Early Clearance periods without prior approval from the Office of Student Employment. Additionally, **Federal Work Study** students **must** receive an updated FWS award from Financial Aid before they can begin work.

To apply for Intersession and/or Early Clearance work please email your request to studentemployment@ccsf.edu. To update FWS awards students should email Elena Forman at eforman@ccsf.edu.

Supervisors who allow students to work prior to receiving the required Office of Student Employment and/or Financial Aid approval risk making their department liable for any costs associated with the unapproved work.

Policy Updates

Covid Vaccination Requirement

Effective Summer 2023 students will no longer be required to provide proof of Covid vaccination to enroll in on-campus classes. However, student workers are considered employees of the college and will be subject to the same Covid vaccination requirements as other regular employees. Supervisors should advise prospective student workers that this requirement will be added to the SHEP hiring process so they should be prepared to provide proof of Covid vaccination or a valid medical/religious exemption.

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.

Annual Wage Increase

Per San Francisco's [minimum wage ordinance](#) the minimum wage will increase from \$16.99/hr to \$18.07/hr effective 7/1/23. Please adjust your budgets accordingly.

Questions?

As always, if you have any questions that are not addressed in the [Student](#) and [Supervisor](#) Handbooks (also available on the Office of Student Employment's [website](#)) please contact us at studentemployment@ccsf.edu.