Summer '25-Fall '25 SHEP Bulletin

Important Dates

Summer 2025	• Last work day: Sunday, July 27
Summer Intersession	• Intersession: Monday, July 28-Friday, August 15 o Prior approval is required to work during intersession; to request approval please complete the [Summer 2025 Intersession Request Form](#) • Deadline to apply for Intersession: Tuesday, July 22 at 5pm
Fall Early Clearance	• No Fall Early Clearance
Fall 2025	• First work day: Saturday, August 16 • Last day to hire: Tuesday, November 18 at 5pm • Last work day: Friday, December 19

General Updates

- You can now create your Fall 2025 job posts
- Please use student's legal name for job offer forms (Preferred name is also available) and double check entries before submitting, we do not have the ability to edit your forms
- Federal Work Study students must receive a new/updated FWS award from Financial Aid before they can begin work. To initiate FWS award, please complete a SHEP Job Offer/ FWS Referral form (see below). For FWS questions email Elena Forman at eforman@ccsf.edu
- For 2025-26 FWS FOAPALs please use Fund #121413, Account #2375, and Activity "C"
- Virtual Counter hours are for everyone!
- Please hire your student workers into your job post **before** allowing them to work
- See attached Student Payroll info sheet for important payroll reminders

Process Improvements

Hires are processed in the order received and given the high volume of hiring requests (over 400 in Spring 2025) we anticipate some delays in hiring for Fall 2025 and encourage all supervisors to submit their job posts and hires as early as possible. The Office of Student Employment is staffed by a single classified employee charged with processing the entire College's student workers in a timely manner and in accordance with all applicable laws. In addition to allocating more staff time to processing student hires during peak times we are implementing the following process improvements in order to streamline our processes and reduce time to hire. If you have any feedback on these changes or notice any issues please let us know by emailing studentemployment@ccsf.edu.

Annual Wage Increase
Per San Francisco's [minimum wage ordinance](#) the minimum wage is $19.18/hr. effective 7/1/25. Please adjust your budgets accordingly.

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Updates to SHEP

The Office of Student Employment has made some updates to the SHEP web interface (for students) that we hope will improve functionality and reduce confusion about the steps in the hiring process. Please advise your student workers to follow the instructions carefully and reach out to us if they need further assistance.

More Ways to Get Help

The Office of Student Employment is offering two new ways for supervisors and students to get help with the hiring process: First, supervisors can complete the SHEP Job Offer/ FWS Referral Form for help with new hires or rehires, which will prompt our office to determine where you are at in the hiring process and reach out with appropriate next steps. Second, students and supervisors can hop into one of our virtual counters or drop by our office to get live support and troubleshooting with issues related to their hire. Current dates, times and locations for these virtual and in-person office hours are located on the Office of Student Employment's webpage along the right-hand side. Please note that office hours are not just for students. Anyone who has a question regarding student workers can join our office hours to get help, including supervisors, timekeepers, etc.

Policy Updates

Reminder: Students Cannot Work Before They Are Hired

We continue to hear about students working before they are officially hired. This can cause issues for all parties involved including instances where a student turned out not to be eligible for hire after they had already worked. We all want our students to be able to take advantage of these paid work opportunities but allowing students to work before they are officially hired is a violation of labor law and College policy and exposes the college to accusations of exploitation, puts a burden on our Payroll Department to find workarounds to pay the student properly, and creates a financial irregularity that could jeopardize the College's funding. Please do not allow your students to work before they are hired.

Reminder: Performance Evaluation Form

If job performance is an issue termination should be a last resort. Unsatisfactory performance should be documented via performance evaluation and addressed directly with the student, with specific areas for improvement and concrete opportunities for corrective action. Resources for effective goal setting and conducting a performance evaluation (including an evaluation template), and other supervisory topics are available online at www.ccsf.edu/shep.

New Best Practice: Limiting Students to Just 4 Consecutive Semesters in the Same Role

We strongly recommend that supervisors consider limiting the number of times a student can be hired into the same position to 4 consecutive semesters. This encourages students to continue to explore their interests and develop new skills, allows new students to benefit from these positions, and helps prevent students from growing too comfortable in their roles.

Covid Vaccination Requirement

As of Summer 2025, students are no longer required to provide proof of COVID vaccination to work on-campus. More information can be found on the College's COVID-19 Updates page.

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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.

Questions?

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

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