



# OFFICE OF STUDENT EMPLOYMENT

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

## Spring '25-Summer '25 SHEP Bulletin

### Important Dates

Spring 2025	<ul style="list-style-type: none"> <li>Last work day: Wednesday, May 21</li> </ul>
Spring Intersession	<ul style="list-style-type: none"> <li>Intersession: Thursday, May 22-Friday, May 23               <ul style="list-style-type: none"> <li>Prior approval required to work during this time; to request authorization please complete the <a href="#">Spring 2025 Intersession Request Form</a></li> </ul> </li> <li>Deadline to apply for Intersession: Friday, May 9 at 5pm</li> </ul>
Summer Early Clearance	<ul style="list-style-type: none"> <li>Early Clearance: Sunday, May 25-Sunday, June 1               <ul style="list-style-type: none"> <li>No prior approval required but student must be hired before first day of work. This does not apply to FWS students</li> </ul> </li> </ul>
Summer 2025	<ul style="list-style-type: none"> <li>First work day: Monday, June 2</li> <li>Last day to hire: Tuesday, July 1 at 5pm</li> <li>Last work day: Sunday, July 27</li> </ul>

### General Updates

- You can create your Summer 2025 job posts starting on May 1<sup>st</sup>
- No need for prior approval for Summer 2025 Early Clearance, simply hire your student for Summer 2025 in myRAM Portal. If your student needs SHEP assistance, please complete a SHEP Job Offer/FWS Referral form (see below). Then, re/hire your student worker in SHEP on/after May 25. They can begin working their Summer 2025 position on/after May 25
- Please use student’s legal name for job offer forms and double check entries before submitting, we cannot edit once the job offer form has been submitted
- 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](mailto:eforman@ccsf.edu)
- For 2024-25 FWS FOAPALs please use Fund #121412, 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

### 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 Summer 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](mailto:studentemployment@ccsf.edu).



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## Annual Wage Increase

Per San Francisco's [minimum wage ordinance](#) the minimum wage will increase to \$19.18/hr effective 7/1/25. Please adjust your budgets accordingly.

## 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 offices 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**

Recently we have seen an uptick in students working before they are officially hired, 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](http://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.

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## **Covid Vaccination Requirement**

As of Summer 2023, students are no longer 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. More information can be found on the [College's Covid 19 Updates page](#).

## **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 (also available on the Office of Student Employment's [website](#)) please contact us at [studentemployment@ccsf.edu](mailto:studentemployment@ccsf.edu).