

Note: This procedure is **legally required** to comply with Ed Code and reflect the addition of Gov. Code Section 18220. Local practice may be inserted.

## **New – GCCCD Procedure**

First Reading–10/8/12  
Second Reading–11/5/12, 12/3/12  
**Final-Third** Reading–4/8/13

### **AP 7270      Student Workers**

Reference:      **Education Code Sections 69960(f) and 88003**  
                     **Government Code Section 18220**

Date Issued:

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[CCLC template language, except italicized language. *This section is legally required.*]

#### **Foster Care Employment Preference**

*The Grossmont-Cuyamaca Community College District (District), when hiring for internships and student assistant positions, shall give preference to applicants up to 26 years of age who are, or have been, dependent children in foster care.*

[CCLC note: A procedure addressing the following elements is suggested as good practice. Local practice is inserted]

#### **Federally-Funded College Work-Study Program**

*To be eligible for the work-study and/or work experience program, District students must complete the ~~F~~ederal ~~S~~tudent ~~A~~aid ~~A~~pplication, be awarded ~~eligibility by using the under~~ federal methodology, be selected for a position, **pass a Live Scan background check**, and complete all required hiring documents prior to the start of work. They must be enrolled in at least 6 units and **cannot work more than 24, must work fewer than 20** hours in a week during times when school is in session. Students must maintain ~~a 2.0 grade point average (GPA)~~ **satisfactory academic progress according to federal guidelines. If required by program needs (e.g. Child Development Center), a Live Scan background check and TB test may be required.***

#### **District Student Employees**

*In addition to the federally-funded college work study programs, the District also employs students who either attend GCCCD or another accredited college or university. Students eligible to work in this employment category must be full-time (12 units or as defined by the program in which they are enrolled).*

*Students will be eligible for work during the summer if they meet the **full-time** eligibility requirements for the prior **fall or spring** semester; they do not have to be enrolled full-time for summer. Student workers must work fewer than 20 hours in a work week and must **maintain satisfactory academic progress. not be academically disqualified or on academic probation.***

*Additionally, a student employed in this category must be selected for the position and complete all required hiring documents prior to the start of work. Non-GCCCD students must pass a Live Scan background check and TB test. **Other program specific needs may require a Live Scan***

~~background check and TB test of all student workers. An individual working in the category of student worker shall be limited to a cumulative maximum of 6 academic years within the District. Work for any portion of the academic year constitutes as one year. Summer school will count toward only one academic year.~~

~~Students who fall below the full-time threshold (but maintain 6 units) or fail to maintain academic progress are academically disqualified or on academic probation in the fall and spring semesters may complete work in the current semester only. If this occurs, student will not be employed the following semester and until they have reached full-time status and maintained satisfactory academic progress are no longer academically disqualified or on academic probation.~~

~~In addition to the federally-funded college work study programs, the District also employs students who either attend GCCCD or another college or university. Students eligible to work in this employment category must be enrolled in at least 12 units during an academic semester (or six units in a summer session), may work up to 24 hours in a work week, and must maintain a 2.0 GPA. Additionally, a student employed in this category must be selected for the position, pass a Live Scan background check, and complete all required hiring documents prior to the start of work.~~

~~In order to provide student employment opportunities to newly enrolled GCCCD students, employment in a District student employment category shall be limited to three years.~~

~~Current titles, job descriptions, and wage information is available through the Human Resources Department.~~