

Employment opportunities for students are designed to provide a balance between the academic pursuits of a student and the operational needs of a department. Student workers are not meant to be ongoing or permanent workers of the District or to be utilized as replacements for regular classified positions.

Employment Restrictions

- During the fall and spring semesters, students enrolled in at least six (6) units qualify for the “FICA exception” as a student worker. Students may work a maximum of 20 hours per week when enrolled in classes at the District, contingent upon the hiring department’s available budget. If a student drops below the six (6) unit requirement, supervisors shall be responsible for immediately informing Payroll so that required FICA taxes can be taken out of the student’s subsequent paychecks. Student workers must be enrolled in classes during the fall/spring semesters in order to work.
- Students who qualify for federal work-study (FWS) or CalWORKs aid must be enrolled in at least six (6) units in order to retain their financial award during the fall/spring semesters. If an FWS or CalWORKs recipient falls below the six (6) unit requirement, the student can continue to work, but FICA taxes will apply and hours worked will be charged at a 100% rate to the hiring department’s budget. Supervisors shall be responsible for informing Payroll and Financial Aid or CalWORKs if a student falls below the unit requirement.
- During the summer semester, students enrolled in at least three (3) units qualify for the “FICA exception” as a student worker. Summer-enrolled students and FWS students are limited to 25 work hours per week. If a non-FWS student is not enrolled in the summer (or under-enrolls the 3-unit minimum requirement,) but has completed coursework at El Camino the previous semester and can verify that they are enrolled in classes for the upcoming semester, the student can work up to 30 hours per week. The student will be subject to FICA taxes and hours worked will be charged at a 100% rate to the hiring department’s budget. Supervisors shall be responsible for informing Payroll if a student enrolls in summer and drops below the unit requirement or does not enroll for the summer semester so that the required FICA taxes can be taken out of the student’s paychecks.
- During the winter intersession, students enrolled in at least three (3) units qualify for the “FICA exception” as a student worker. Winter-enrolled students may work a maximum of 25 hours per week. If a student is not enrolled in winter intersession classes, but completed coursework at El Camino the previous semester and can verify that they are enrolled in classes for the upcoming semester, the student will

not be subject to FICA taxes so long as the winter intersession is five weeks or less. The 25 hours per week maximum applies even if the student is not enrolled during the winter intersession.

- Students who have been awarded FWS funds during the summer or winter intersession are not required to be enrolled in classes in order to work as long as the student can verify that they are enrolled in at least six (6) units for the upcoming semester. During the summer, non-enrolled FWS students are subject to FICA taxes and are limited to 25 hours per week. CalWORKs students must be enrolled in at least three (3) units during the summer and/or winter intersession and limited to 25 work hours per week in order to retain their financial aid and FICA exemption. CalWORKs students who drop below the three (3) unit requirement or are not enrolled during the summer/winter intersession can work, but hours worked will be charged at a 100% rate to the hiring department's budget.
- No relative (spouse, parent, sibling, aunt, uncle, grandparent, or other person related by birth or marriage) of a student worker may serve as the immediate supervisor for that student employee or be in any way responsible for the evaluation of the student's performance.

Student Hiring

- The department shall notify Human Resources when they are ready to onboard a selected student for employment. Human Resources shall provide guidance regarding the appropriate documents to complete.
- Students who are eligible for an FWS award require approval from the Financial Aid Office before they can start working. Supervisors shall be responsible for monitoring FWS award balances and ensure that students do not work beyond their awarded amounts.
- Students who are employed through CalWORKs must meet the eligibility requirements of the program prior to employment at the beginning of each school semester. An account code and pay distribution percentage shall be determined and issued to eligible students by designated staff within the El Camino CalWORKs Program.

Student Employment Restrictions Summary Grid

Student Status	Fall with 6+ units	Fall - less than 6 units	Spring with 6+ units	Spring - less than 6 units	Winter with 3+ units	Winter - less than 3 units	Summer with 3+ units	Summer less than 3 units
Regular Student	FICA exempt; 100% charge to dept; 20 hrs/week max	FICA required; must inform Payroll; 100% charge to dept; 20 hrs/week max	FICA exempt; 100% charge to dept; 20 hrs/week max	FICA required; must inform Payroll; 100% charge to dept; 20 hrs/week max	FICA exempt; 100% charge to dept; 25 hrs/week max	FICA exempt with enrollment proof for next semester; 100% charge to dept; 25 hrs/week max	FICA exempt; 100% charge to dept; 25 hrs/week max	FICA required; 100% charge to dept; must inform Payroll; 30 hrs/week max
Federal Work-Study Student	FICA exempt and FWS funded; 20 hrs/week max	FICA required; 100% charge to dept; must inform Payroll & Financial Aid (FA); 20 hrs/week max	FICA exempt and FWS funded; 20 hrs/week max	FICA required; 100% charge to dept; must inform Payroll & FA; 20 hrs/week max	FICA exempt and FWS funded; 25 hrs/week max	FICA exempt with enrollment proof for next semester; FWS funded; 25 hrs/week max	FICA exempt and FWS funded; 25 hrs/week max	FICA required; FWS funded but requires proof of enrollment for next semester; inform Payroll & FA; 25 hrs/week max
CalWORKs Student	FICA exempt and CalWORKs funded; 20 hrs/week max	FICA required; 100% charge to dept; must inform Payroll & CalWORKs; 20 hrs/week max	FICA exempt and CalWORKs funded; 20 hrs/week max	FICA required; 100% charge to dept; must inform Payroll & CalWORKs; 20 hrs/week max	FICA exempt and CalWORKs funded; 25 hrs/week max	FICA exempt; 100% charge to dept; must inform CalWORKs; 25 hrs/week max	FICA exempt and CalWORKs funded; 25 hrs/week max	FICA required; 100% charge to dept; must inform Payroll & CalWORKs; 30 hrs/week max

Student Pay Rates

Student pay rates and their affiliated position titles are established by Human Resources and approved by the Board. A student's starting pay rate and any subsequent pay increases are determined by the supervisor and based on the scope of work of being done and the level of support provided by the student position:

Position Title	Job Duty Description
Student Worker II	Provides basic help under direct supervision. Duties may require some experience, knowledge, and skills.
Student Worker III	Provides support with duties that require additional experience, knowledge, and skills with a more varied work load and under moderate supervision.
Student Worker IV	Provides support in a moderate capacity. Requires some specialized knowledge, training, and skills for specific functions. Uses independent judgment and works under some direct supervision.
Student Worker V	Provides support in an advanced capacity. Requires specialized knowledge, training, and skills for specific functions and complex tasks. Uses independent judgment and works with minimal supervision.
Student Worker VI	Provides support and assistance in a highly advanced capacity. Requires highly specialized knowledge, skills, or training for specific, high-level functions, complex tasks, and special assignments on a regular basis. Uses independent judgment and works with minimal to infrequent direct supervision.

References:

Education Code Sections 69960(f) and 88003

El Camino College
Adopted: 5/21/18