

**Imperial Valley
College**

**Guide to
Student
Employment**

Human Resources



Welcome!

Congratulations, welcome, and thank you for choosing to work at Imperial Valley College. Your work experience will compliment your classroom experience and provide you with transferable skills useful in securing meaningful employment after graduation.

The Career Studies & Services faculty and staff encourage you to use the services provided throughout your educational experience at Imperial Valley College. We urge you to take advantage of our classes, workshops, and services.

Student employee Benefits

- Pay for educational and personal expenses.
- Sharpen your professional communication skills.
- Improve your time management skills.
- Gain confidence & experience for future employment.

How to be a Successful Student Worker

- Consistently arrive to work on time.
- Listen closely to directions, take notes, and ask questions if you are unclear about the task.
- Be a leader, take the initiative to learn new skills.
- Manage your time effectively.
- Maintain a positive attitude.
- Build collaborative relations with your co-workers.

The Hiring Process and Procedures

All Student Employment positions are considered temporary positions and are for a limited period. Student Employees are paid only for the hours worked and are not entitled to benefits, property rights (seniority), guarantee of hours, continued employment, or promotional preference. As a Student Employee there is no guarantee of regularly scheduled hours or continued employment. Student Employees are subject to eligibility requirements and restrictions, please see Student Employment guide for more details.

“...Student employees shall not be part of the classified service and do not earn benefits; however, student works are covered by Worker’s Compensation for injuries or death incurred while performing services for the District. Student employees are limited to work a maximum of 195 days per fiscal year. Student employees must be at least 18 years to age to be employed by the district.”

New Hire Forms

The hire packet is available online under Student Employment. The packet contains required reading material and forms that must be completed before you begin working. During the hiring process you need to provide original documents establishing your employment authorization.

Rehire Forms

Rehire forms are to be completed whenever a student returns to a work assignment within one year or changes his or her campus assignment or source of payment. Rehire forms are also to be completed at the start of the **new fiscal year, July 1st**.

Requirements for Employment

Eligibility

You must be enrolled in a minimum of 6 units at IVC (excluding winter & summer). Transfer students who wish to continue participation in the student employment program must carry a minimum of 6 units at IVC.

Students must be in good academic standing with the college. Students must carry a GPA of 2.0 or higher and may not be on academic probation or their participation in the program will be suspended.

Continued Employment

In order to provide the opportunity for all eligible IVC students to participate in the Student Employment program, a student may work up to a maximum of two years under the Student Employment program.

Right to Work

Every employee hired after November 6, 1986 must complete an I-9 form at the time of hire. The I-9 form is used to certify and document the employee's identity and right to work in the United States. Each student employee must complete an I-9 form no later than the first day of employment.

Employment Information

Work Hours

Although some programs allow students to work over 19.5 hours per week, all Imperial Valley student employees may not work over 19.5 hours per week in all combined assignments during school session. Your work schedule will be determined by you and your supervisor. These temporary assignments require Board approval prior to beginning the work assignment.

Electronic-Timesheets (e-timesheets)

Effective 01/01/2018, student employee timesheets have been converted to electronic timesheets in Webstar. To ensure you receive a check on the last business day of the month, your e-timesheet must be submitted by the 10th of each month.

Pay Day & Rate of Pay

Pay day is the last business day of the month. You will not receive a check until the end of the second month after you have begun working. Paychecks are automatically mailed to your home on the last business day of each month unless you have submitted a “direct deposit authorization” form to the Payroll office. Contact the Payroll office if you would like to establish this service.

Position	Effective: August 13, 2018	Effective: January 1, 2019	Effective: January 1, 2020
Student Assistant	\$11.00	\$12.00	\$13.00
Student Tutor	\$11.50	\$12.50	\$13.50
Student Tutor with AA/AS	\$12.50	\$13.50	\$14.50
Student Tutor with BA/BS	\$13.50	\$14.50	\$15.50
Student Tutor with MA/MS	\$14.50	\$15.50	\$16.50

Overtime/Holiday Pay

Student employees must not work over 19.50 hours per week, and do not qualify for holiday pay, therefore are not subject to premium hours.

Sick Leave

Beginning July 1, 2015 California employees have the right to earn and take sick leave from work. All district employee who work for 30 or more days within a fiscal year (July 1-June 30) can earn sick leave. In general, eligible employees will earn 1 hour of sick leave for every 30 hours they work. Some restrictions apply, for more details please refer to The Sick Leave FAQ memo regarding AB1522 Healthy Workplace Healthy Family Act Notice of Employee Rights on the Student Employment webpage.

Breaks

Student employees may not work longer than 5.5 hours without an unpaid lunch break of at least 30 minutes. Student employees are entitled to one ten-minute break after four hours of work, up to a maximum of two breaks in an eight-hour period. Please speak with your supervisor if you require accommodations.

Absenteeism

In case of illness, contact your supervisor prior to the start of your scheduled work shift. Pre-plan and notify your supervisor of any school-related absences at least 24 hours prior to the scheduled work shift.

Tardiness

Contact your supervisor as soon as you can if you are going to be late. Your supervisor is depending on you to arrive on time and it is important you demonstrate personal accountability.

Appropriate Student Dress code

Please dress appropriately for your work place and for the tasks you will perform. As a student worker, you are representing Imperial Valley College in your workplace. Your supervisor will discuss the appropriate work attire specific to your department.

The following are general guidelines for appropriate student dress:

- No torn jeans, shorts, exercise, or beach attire.
- No t-shirts with negative graphics or statements
- No spaghetti strap tank tops
- No excessive fragrances

Campus Policies and Information

Parking

Student employees are not eligible for staff parking stickers and are required to park in student lots. If you work in the evening and feel that you need a campus escort to your car, contact Campus Police to make arrangements.

Confidentiality

Imperial Valley College maintains a strict confidentiality policy regarding student information such as income, social security numbers, credit card numbers, grades, and financial aid data. Do not share this information with anyone. If you have any questions, please discuss with your supervisor.

Drug Free Workplace

Imperial Valley strives to maintain a workplace free from the illegal use, possession, or distribution of controlled substances (as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code 812, as amended). At the time of hire, you read and signed the Drug Free Workplace document stating the policy and requirements.

Work Injuries and accidents

In case of injury, students must IMMEDIATELY contact their supervisor and/or the IVC Human Resources Office at 760-355-6194

Acceptable Use Policy

IVC furnishes computers and provides access to campus network resources, including the Internet, in order to support learning and enhance instruction, to promote educational excellence and to prepare students for an increasingly technological world. This use should facilitate resource sharing, research, innovation and communication.

Sexual Harassment

Board Policies and Administrative Procedures

- BP 3430 – Prohibition of Discrimination and Harassment
- AP 3430 – Prohibition of Harassment (pending board approval)

Imperial Valley College is committed to providing an academic and work environment free of sexual harassment. All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: national origin, religion, age, sex (gender), race, color, medical condition, Vietnam era Veteran status, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

How to File a Complaint

The written policy and procedures for filing and processing complaints for unlawful discrimination and sexual harassment are contained in the District's Policy and Procedures for Unlawful Discrimination Under Title 5, Sections 59300 et seq.

Contact Information

Human Resources Office
Building 2400
Telephone: (760) 355-6212

Dr. Victor Jaime
Superintendent/President

Building 10

Telephone: (760) 355-6219

A community college district employee may also file his or her employment-related complaint with the U.S. Equal Employment Opportunity Commission (EEOC) (<http://www.eeoc.gov/>) and/or the California Department of Fair Employment and Housing (DFEH). (<http://www.dfeh.ca.gov/default.asp>) 1-800-884-1684;

Community college students may also file an unlawful discrimination complaint with the Office for Civil Rights of the U.S. Department of Education (OCR). (<http://www.ed.gov/about/offices/list/ocr/index.html>);

Termination, Dismissal, or Suspension

According to Board Policy/Administrative Procedure 7365, "The continued employment of any employee is contingent upon proper performance of assigned duties and personal fitness." Following that statement, the causes for the demotion, suspension, or dismissal of any employee (including student employees) are listed:

- Immoral or unprofessional conduct.
- Dishonesty.
- Unsatisfactory performance.
- Evident unfitness for service.
- Physical or mental condition that makes him or her unfit to instruct or associate with students
- Persistent violation of or refusal to obey the school laws of the state or reasonable regulations prescribed for the government of the community colleges by the board of governors by the governing board of the community college district employing him or her.
- Conviction of a felony or any crime involving moral turpitude.
- Conduct specified in Section 1028 of the Government Code.

For more information regarding Student Employment please contact:

Martha Ulloa-Bandivas
Human Resources
760.355.6210
martha.bandivas@imperial.edu

Emergency Call Numbers
C.S.O.s ext. 1111 or 760-483-7411

Emergency Law Enforcement
Medical or Fire
Ext. 9-911 or from cell phones 911

STUDENT EMPLOYEE ACKNOWLEDGEMENT FORM

I acknowledge having received a copy of the Imperial Valley College Student Employment handbook and I agree to read and become familiar with its contents. I understand that this handbook is not a contract of employment and that it does not create any rights in the nature of an employment contract. Rather, this handbook is an overview of the personnel policies related to my employment. Nothing shall restrict my right to terminate my employment at any time. I also understand that all policies, rules, and regulations in the handbook may be updated from time to time. If I should need clarification on any issues as related to my employment or if I should desire a full copy of any policy, I shall make sure to request.

Print Name

Date

Signature