Student Employment at SBCC

The practices described below are based on state and Federal regulations of student employment on campus. They will be followed by HR/LA, Financial Aid, Tutorial, CalWorks, Continuing Education and other SBCC Chairs and others at SBCC who hire students.

1. Students may work at Santa Barbara City College as short-term hourly classified employees or as Student Employees. There is no requirement that hourly employees be students although students often find work on campus as hourly classified employees.

2. “Student Employee” has a very specific meaning: one must be a student at SBCC and must meet certain other criteria to be a Student Employee.

   A. There are two types of Student Employment: Federal Work Study (FWS) and General Student Employment (GSE).

   FWS is supported by federal financial aid and students must qualify to receive those funds. International Students cannot receive Federal Work Study funding.

   General Student Employment is funded through the SBCC general fund. It was previously referred to as General Work Study. International Students may be eligible for GSE funds. Note that additional regulations apply to International Students that go beyond the focus of this memo.

   B. Federal Work Study is different from short-term classified hourly employment in that it is intended to provide students with opportunities to work as a means of promoting retention through financial aid. General Student Employment is different from short-term classified employment in that it is intended to provide students with opportunities to work as a means of providing retention through on-campus employment.

3. College rules for Student Employment

   A. Student Employees (FWS and GSE) may not work more than 175 days during a fiscal year (July 1 – June 30). Employment during inter-sessions and summer session applies toward this limit.

   B. All enrolled Student Employees are limited to 8 hours per day, 19.5 hours per week of employment during fall and spring semesters and fewer than 1,000 hours per fiscal year (July 1 – June 30).

   C. They may not work more than 5 days a week (Monday – Sunday) during the fall and spring semesters. However, Student Employees may work in excess of 19.5 hours per week (not to exceed 8 hours per day or 40 hours per week) during inter-sessions or summer if there are sufficient funds and if the department has the need for the assistance. The ability to work these longer hours during inter-session and summer school does not constitute a guarantee that FWS and GSE students will be given such employment.
D. Hours worked beyond those permitted in these rules will be considered voluntary and will not be compensated. Hours worked in excess of these rules and/or in excess of those authorized by a supervisor may not be “banked” and paid during a pay period when fewer hours are worked.

E. Hours worked beyond those authorized by the supervisor will be considered voluntary and will not be compensated.

F. A Student Employee (FWS and GSE) may have more than one job on campus, but the combined hours from all jobs (FWS, GSE and classified hourly) must not exceed the limits described above.

Any student currently eligible for Federal Work Study or General Student Employment who is offered concurrent employment as a classified hourly will be processed through Financial Aid as a student worker. The student will receive the classified hourly rate for the particular classified hourly job but will be processed on the student payroll.

G. During the academic year, FWS and GSE students must be enrolled in a minimum of 6 units during the semester in which they work. International students must be enrolled in a minimum of 12 units.

H. During the summer or intersession, FWS and GSE students do not need to be enrolled, but must be pre-enrolled at SBCC in a minimum of 6 units in the subsequent term (12 units for International Students).

I. If a FWS or GSE student will conclude all SBCC work during an intersession or summer session, the student may work during that intersession or summer session without being pre-enrolled in the subsequent SBCC session or semester if he/she is enrolled in at least one unit during that final intersession or summer session. International students are not eligible to work in the summer unless they qualify under G or H above.

4. Departments may not use Student Employees to backfill classified positions unless approved by HRLA. (There are different rules that apply to the use of classified hourly employees for backfill.)

5. Student Employees and hiring supervisors must sign a form (Acceptance of Employment) that describes the rules set out in this protocol for each job held by the student.

6. Students may begin working as FWS or GSE once their employment packet is complete and submitted and before Board approval.

7. Please stress to Student Employees that it is very important that they process their paperwork as early as possible in the semester. It is also very important that they turn in time cards regularly and promptly.