

2020-2021 Federal Work-Study (FWS) Employment Request Form

Department: _____ Division: _____ Bldg/Rm: _____
 Supervisor: _____ Email: _____ Phone: _____
 Dean: _____ Date of Request: _____

Important: Supervisors are responsible for monitoring student’s hours to prevent the student from earning in excess of his or her work-study allocation. *If the Department fails to monitor the student’s hours and the work performed exceeds the allocation; the Department will be responsible for paying excess hours from its own funds.*

FWS Job Title: _____ # of Students Requested: _____ (Max 3 per Dept.)

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--------------------|---------|--|--------------------------|------------------|---------|---------------------------|--|--|--------------------------|------------------|---------|-------------------------|--|--|--------------------------|------------------|---------|------------------------|--|--|--------------------------|------------------|---------|--|------|--|-------|--|------|--|--------|--|------|--|------|--|------|--|
| <p style="text-align: center;">FWS Salary Schedule</p> <p>Effective January 1, 2020 – Salary Level (check one):</p> <table style="width: 100%; margin-top: 10px;"> <tr> <td colspan="3" style="text-align: center;">Entry Level</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Level A – Step 1</td> <td style="text-align: right;">\$15.00</td> </tr> <tr> <td colspan="3" style="text-align: center;">Intermediate Level</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Level B – Step 1</td> <td style="text-align: right;">\$16.50</td> </tr> <tr> <td colspan="3" style="text-align: center;">Specialist Level</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Level C – Step 1</td> <td style="text-align: right;">\$18.50</td> </tr> <tr> <td colspan="3" style="text-align: center;">Technical Level</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Level D – Step 1</td> <td style="text-align: right;">\$19.75</td> </tr> </table> <p style="background-color: yellow; margin-top: 10px;">Salary level description must correspond with FWS position, job duties, and length of employment. Position information will be reviewed to confirm correct salary level placement.</p> <p>Initial placement will be at Step 1 of designated salary level. After two semesters of satisfactory service, continuing FWS students can advance to Step 2.</p> | Entry Level | | | <input type="checkbox"/> | Level A – Step 1 | \$15.00 | Intermediate Level | | | <input type="checkbox"/> | Level B – Step 1 | \$16.50 | Specialist Level | | | <input type="checkbox"/> | Level C – Step 1 | \$18.50 | Technical Level | | | <input type="checkbox"/> | Level D – Step 1 | \$19.75 | <p style="text-align: center;">Available Work Hours</p> <p style="text-align: center;">(Example: 8-4:30)</p> <table border="1" style="width: 100%; height: 200px; margin-top: 10px;"> <tr><td style="width: 15%;">Mon:</td><td></td></tr> <tr><td>Tues:</td><td></td></tr> <tr><td>Wed:</td><td></td></tr> <tr><td>Thurs:</td><td></td></tr> <tr><td>Fri:</td><td></td></tr> <tr><td>Sat:</td><td></td></tr> <tr><td>Sun:</td><td></td></tr> </table> <p>Total estimated hours per week requested: _____</p> <p>FWS students may:</p> <ul style="list-style-type: none"> ▫ Work up to 20 hours per week while classes and finals are in session ▫ Work up to 37.5 hours per week during breaks when no classes or finals are scheduled, and during recess periods within a semester ▫ Students may work up to 7.5 hours a day ▫ Work up to 7.5 hours a day, but not exceed weekly maximum of 20 hours per week during school session or 37.5 per week during breaks as described above | Mon: | | Tues: | | Wed: | | Thurs: | | Fri: | | Sat: | | Sun: | |
| Entry Level | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Level A – Step 1 | \$15.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Intermediate Level | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Level B – Step 1 | \$16.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Specialist Level | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Level C – Step 1 | \$18.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Technical Level | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Level D – Step 1 | \$19.75 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mon: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tues: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Wed: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Thurs: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fri: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sat: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sun: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Job Description and Duties/Responsibilities of the Position

What is the purpose of this position and list specific duties and responsibilities. List any requirements needed for remote work.

Qualifications/Skills/Experience



Student Assistant Salary Schedule

Effective January 1, 2020

| Category | Hourly Rate | |
|---|----------------|----------------|
| <p>Level A (Entry level) Under direct supervision, tasks assigned are entry-level, typically routine, and have limited responsibility. Students in Level A positions are assigned duties which primarily consist of such tasks as the following:</p> <ul style="list-style-type: none"> • duplicating • alphabetizing/sorting • stocking (store clerk) • filing • receptionist duties • taking messages • bulk mailings • making deliveries • routine data entry • facilities maintenance | \$15.00 | \$16.00 |
| <p>Level B (Intermediate level) Under direct supervision, tasks performed require some specialized knowledge, skills, training, and/or experience. Students in Level B positions are assigned duties which primarily consist of such tasks as the following:</p> <ul style="list-style-type: none"> • tutoring • cashiering • scanning to WebExtender • routine correspondence • preparation of spreadsheets • data analysis for reports • laboratory assistant • complex data entry/retrieval • customer service • perform detailed calculations | \$16.50 | \$17.50 |
| <p>Level C (Specialist level) Under general supervision, tasks assigned are complex within the scope of student assignments, with specialized skills or abilities. This level may include responsibility for coordinating the work of lower-level student employees. Students in Level C positions are assigned duties which primarily consist of such tasks as the following:</p> <ul style="list-style-type: none"> • operate complex equipment • preparation of presentations • student services support • database setup & maintenance • language translations • accounting assistant • program coordinator • laboratory instructional aide • high school outreach • classroom/community presentations | \$18.50 | \$19.50 |
| <p>Level D (Technical level) Under limited supervision, tasks assigned require proficiency necessary to perform highly complex tasks, which require specialized technical knowledge, previous experience, a high degree of independence, responsibility and creativity within the scope of student assignments. This level may include responsibility for coordinating the work of lower-level student employees. Students in Level D positions are assigned duties which primarily consist of such tasks as the following:</p> <ul style="list-style-type: none"> • creation of interactive forms • web page preparation • directed technical services • programming • equipment maintenance/repair • accounting specialist • technical writing • use of complex software • audio/video services • troubleshooting | \$19.75 | \$20.75 |



Student Assistant Employment Rules

Enrollment Requirements: All persons who are employed in the Student Assistant pay category must be students of the San Mateo County Community College District. While employed in this category, **students must be enrolled, at the District, in and maintain a minimum of six (6) units during the fall and spring semesters, and a minimum of three (3) units during summer session.** For students receiving Federal Work Study, the six (6) unit enrollment requirements do not apply. Federal Work Study students may be enrolled less than half time in accordance with the U. S. Department of Education Financial Aid regulations.

If an individual is not enrolled in classes at one of the campuses of the District, the individual cannot be classified as a Student Assistant – *even if* the person took classes in the District during the previous semester and is enrolled to take classes in the District in a subsequent semester. These individuals, however, can be employed as “**Bridge Student Assistants**” between Spring and Fall semesters, so long as they were enrolled in the Spring and will be enrolled in the Fall. Supervisors must verify Fall enrollment. In addition, graduates from the District can be employed as Bridge Student Assistants up to one year from their graduation date to serve as tutors for upper division courses or to continue participation in internship programs to further their education.

Student Assistants may not be classified as Short-Term employees within the same semester.

Classification of Positions: The classification of specific positions into one of four levels is the responsibility of hiring managers. The levels are defined in the Student Assistant Salary Schedule.

Salary Step Placement and Advancement: Initially, students will be placed at Step 1 of the designated level and then advanced to Step 2 after two semesters of satisfactory service. The Vice President of Student Services may approve exceptions to a student’s step placement.

Maximum Work Hours: Student Assistants may work up to a maximum of twenty (20) hours per week district-wide while classes or finals are in session. The Vice President of Student Services may approve exceptions to the maximum work hours assigned to student assistants. Once approved, the exception must be noted on the student’s timesheet and send the form to Human Resources for final approval.

The hiring manager will check with the student if he/she is already employed as a student assistant of the district.

During breaks between instructional periods when no classes or finals are scheduled, and during declared recess periods within a semester, Student Assistants may work up to thirty-seven and one-half (37.5) hours per week.

Bridge Student Assistants may work up to thirty-seven and one-half hours per week.

Unemployment Insurance: Student Assistants are not eligible for unemployment insurance benefits through the California Employment Development Department. Bridge Student Assistant are required to contribute to social security, Medicare, and unemployment insurance through the California Employment Development Department.

Retirement Benefits: Student Assistants are not eligible for retirement benefits through the Public Employees or State Teacher’s retirement systems.



Equal Employment Opportunity: The SMCCCD implements the spirit, principles, and laws related to Equal Employment Opportunity, the Americans with Disabilities Act, and related laws and regulations governing the employment of persons without regard to race, gender, disability, marital status, age, religion, or national origin.