



Student Worker Manual

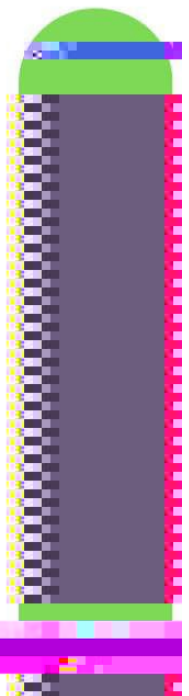


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Congratulations, welcome, and thank you for choosing to work at MiraCosta College. We hope your work experience will compliment your classroom experience and will provide you with transferable skills that will be useful in securing meaningful employment after graduation. The Career Studies & Services faculty and staff encourage you to continue to use the services we provide throughout your studies at MiraCosta College. We urge you to take advantage of our classes, workshops, and services

As a student worker you will derive several benefits from your employment at MiraCosta College:

- Earn money for educational and personal expenses.
- Sharpen your professional communication skills.
- Improve your time management skills.
- Gain experience for future employment.

You will be a responsible and dependable asset to your department if expectations are clarified at the start of your job assignment. Meet with your supervisor to define your job, establish tasks, and set goals.

In order to succeed you will need to:

- Arrive to work on time for each assigned shift.
- Listen closely to directions, take notes, and ask questions if you are unclear.
- Take the initiative to learn new skills.
- Manage your time effectively.
- Maintain a positive attitude.
- Build collaborative relationships with your co-workers.

Different departments on campus have varying office procedures, so it's up to you to ask

District Paid Students	Campus positions are funded through departmental district funding.
Federal Work Study Students	You must

AP 7270 Student Workers: Reference Ed. Code 69960(f), 88003

“...Student workers 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 workers are limited to work a maximum of 195 days per fiscal year. Student workers must be at least 18 years of age,

The California Education Code prohibits community colleges from employing individuals unless they have submitted required documentation indicating that they are free from T.B. All students applying for student worker positions are referred to MiraCosta's Health Services Office for a TB risk assessment. Health Services will determine if a TB test is necessary.

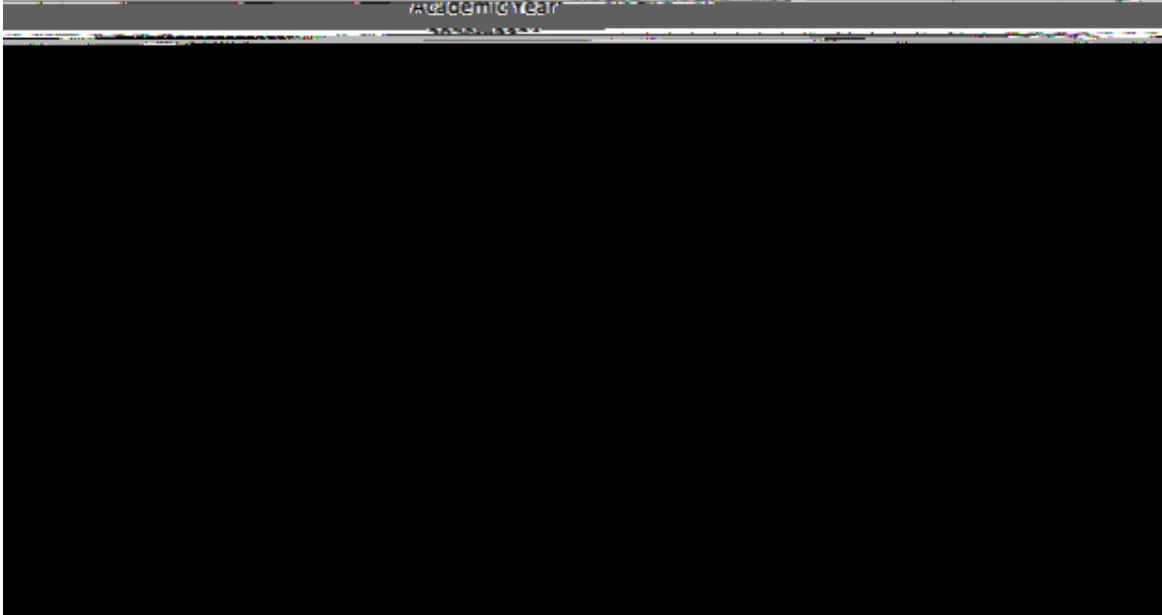
Both the Oceanside and San Elijo Health Services offices are closed when school is not in session. The TB clearance can be completed by any primary care provider.

Call Health Services at (760) 762-1630. For more information, call (760) 762-0130 or visit www.miracosta.edu/health-services.

There are also rules regarding enrollment during the various intersessions between semesters.

Intersession Between Spring/Summer	Must have been enrolled in spring and registered for summer . (Federal work study students are not eligible for on-campus employment during this intersession.)
Intersession Between Summer/Fall	Must have been enrolled in spring or summer and registered for fall .
Intersession Between Fall/Spring	Must have been enrolled in fall and registered for spring .
Sp@	

LAEP, short for Learning Aligned Employment Program, is aimed at providing students with an educationally beneficial internship position that relates to their area of study or career exploration. It is also meant to connect them with full-time employment opportunities after graduation. Funded through a grant from the California Student Aid Commission, LAEP student research positions are paid as part of the student's financial aid. More information about LAEP can be found at this link: <https://www.csac.ca.gov/learning-aligned-employment>



Please contact Payroll with any questions (payroll@miracosta.edu)

Student workers must not work over 40 hours per week and do not qualify for holiday pay.

Student workers may not work for longer than 5.5 hours without an unpaid lunch break of at least thirty (30) minutes.

Student employees are provided with one 10-minute paid rest break during each four hours (or major fraction) worked. Breaks are not required for employees whose total daily work time is less than three-and-a-half hours. You will not enter this rest break in Workday as it is included in the total hours of work. Students are not permitted to work through breaks to reduce time from regular hours of work in order to leave work early, nor may breaks be skipped to make up for missed work time. Breaks may not be saved to take a longer rest period at a later time, nor may break time be added to the lunch period.

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

Temporary hourly employees will earn one hour of sick leave for every 30 hours worked.

Newly hired employees may use their accrued sick leave after the 90th day of employment. Accrued sick leave up to 24 hours may be carried over to the next academic year but will be capped at 48 hours.

An employee can take earned sick leave for the employee's own or for a family member's diagnosis, care or treatment of an existing health condition or preventive care or for specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.

If unable to work, employees must notify their supervisor as soon as reasonably possible.

- ✓ Must have earned sick leave available.
- ✓ Must be scheduled to work.
- ✓ Cannot report to work due to a qualified sick leave reason as stated above.



Select the "Absence" icon from Workday homepage. You will see sick leave balance here.

Student workers are not eligible for staff parking stickers and must park in student lots. If you work in the evening and want a campus escort to your car, contact Campus Police to make arrangements.

MiraCosta College maintains a strict confidentiality policy regarding student information such as income, social security numbers, credit card numbers, grades, and financial aid data. If you have any questions regarding confidentiality, please discuss them with your supervisor.

MiraCosta strives to maintain a workplace free from the illegal use, possession, or distribution of controlled substances. At the time of hire, you read and signed the Drug Free Workplace document stating the policy and requirements.

According to [Administrative Procedure 3430](#), "The district is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the district".Admmpusnistri(s)-2 ((i)2.6 (on ande)0.5 (P)2 (oc)-2 (edu)10.5 (r)-5.9

responsibly. While on the job, all tasks should be work-related. Homework and other personal activities are to be reserved for times when they are not working. Student employees are to check their MiraCosta email address on a regular basis

Expectations

- arriving to work on time and working the entire scheduled shift
- appropriate attire
- maintaining a positive attitude

Personal calls / texts should be scheduled during non-work time periods (breaks or lunch). When personal calls during work hours are necessary, the calls should be brief, infrequent, and should not interfere with department work. Specific guidelines regarding telephone usage may be established by managers.

It is important for student employees to report to work properly groomed and appropriately dressed. Student employees are to dress neatly and modestly, in a manner consistent with the nature of the work performed. If you have questions about the appropriateness of any clothing, you are to address these concerns with your supervisor.

You help to make MiraCosta College an exceptional college. We appreciate the many talents and skills that you bring to your department.

THANK YOU!

