

**Santa Clarita Community College District
POLICY MANUAL**

POLICY: Student Services

541. College Assistants

SECTION 500

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DATE

ADOPTED November 9, 2005

541.1 Definition

The Santa Clarita Community College District will employ students, currently attending classes at the District, for support, assistance, and tutoring positions. Such student workers personnel and the positions they hold will be known as College Assistants. Such students, employed for a specific assignment, will not be part of the classified service, regardless of the length of their employment.

541.2 Conditions of Employment

The employment of College Assistants will immediately terminate if any of the following conditions of employment is breached:

- Except as listed below, College Assistants are required to maintain a minimum of six College of the Canyons' units, at all times during their employment.
- College Assistants are required to maintain a minimum of 2.0 cumulative GPA, for their College of the Canyons earned units, at all times during their employment.
- College Assistants are required to have a minimum of 2.0 GPA at College of the Canyons, in each semester during their employment.
- College Assistants are restricted from concurrently occupying any other position in other classifications at the District.

541.3 Maximum Work Hours:

College Assistants may work up to a maximum of twenty (20) hours per week while classes or finals are in session. During the summer sessions, and during breaks between instructional periods when no classes or finals are scheduled and during recess periods within a semester, College Assistants may work up to thirty-seven and one-half (37.5) hours a week. College Assistants are not allowed to earn overtime hours. No College Assistant shall work in excess of the standard 7.5 hour workday or 37.5 work week under any circumstances. Exceptions may be made by the appropriate area administrator.

To work as a College Assistant during the Summer, students must be enrolled in at least three (3) units during any Summer session, or either have been enrolled in at least six (6) units during the previous Spring semester, or be enrolled in at least six (6) units for the upcoming Fall semester.

To work as a College Assistant during the Winter intersession, students must be enrolled in at least three (3) units during that session, or either have been enrolled in at least six (6) units during the previous Fall semester, or be enrolled in at least six (6) units for the upcoming Spring semester.

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Students found culpable of violating District policy 529 (Student Conduct Code) will permanently be barred from securing and holding employment with the District

541.4 Fingerprints and Tuberculosis:

College Assistants working at the District's Child Development Center (CDC) must undergo fingerprinting and Tuberculosis testing prior to the start of employment. The clearance on both procedures must be secured prior to the first day of employment.