

STUDENT HELP

Students at South Orange County Community College District who are enrolled in a minimum of 12 units or in courses that require at least 20 hours of participation per week each fall or spring semester are eligible to apply for and will be considered for employment by the district.

To be eligible to apply for employment during the summer session, students must be enrolled in a minimum of six (6) units or in courses that require at least 20 hours of participation per week.

The following shall apply for the hiring and salary placement for all student help.

1. **Initial Determination of Need for Student Help:** The department makes a determination of the need for student help. The need determination must be in accordance to appropriate Education Code (see below) in regards to not supplanting classified work in the area. The level of skill sets, the nature of the assignment and the placement on the salary schedule for Student Help positions shall be determined by the department based upon Knowledge, Skills and Abilities.
2. **Student Help Salary Schedule:** The Office of Human Resources (OHR) will annually review the current salary schedule for Student Help and update as appropriate.
3. **Initial Employment:** The department shall notify the OHR of the determination and provide all of the necessary information.

This administrative regulation is distinct from the Federal Work-Study Program which is guided by Title IV.

References:

Education Code Section 69960 et. seq. , 88003

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