

### **IMPORTANT INFORMATION**

- A. All Student Employees may not work more than 175 calendar days during a fiscal year (July 1 - June 30). Employment during intersessions and summer session applies toward this limit.
- B. All Student Employees are limited to 8 hours per day, 5 days a week (Monday - Sunday), 19.5 hours per week of employment during fall, spring and summer semesters (if student is enrolled for Summer Session) and 1,000 hours per fiscal year (July 1 - June 30).
- C. Student Employees may work in excess of 19.5 hours per week (not to exceed 8 hours per day, 5 days a week or 40 hours per week) during intersessions or summer session if they are not enrolled in Summer Session and if there are sufficient funds and the department has the need for the assistance. The ability to work these longer hours during intersessions and summer session does not constitute a guarantee that FWS and GSE students will be given such employment.
- D. 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.
- E. 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).
- F. Hours worked beyond those permitted in these rules or hours worked beyond those authorized by the supervisor 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.
- G. For every thirty (30) hours worked, hourly staff will earn one (1) hour of paid sick leave.
- H. A Student Employee may have more than one job on campus, but the combined hours from all jobs must not exceed the limits described above.
- 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 ½ unit during that final intersession or summer session. International students are not eligible to work in the summer unless they qualify under D or E above.