

Foothill-De Anza Community College District Student Employment Terms

Legal Name _____

Last

First

M.I

CWID# _____

(Campus-Wide ID #)

Student employment provides students with an opportunity to gain work experience and earn extra money.

It is not the purpose of student employment to provide ongoing or permanent employment.

All Student employees are:

1. To be primarily pursuing an educational goal.
2. Are not permitted to work more than **19 hours per week**, or more than **8 hours per day**.
3. To be paid time-and-a-half for working overtime, however, one **must obtain permission from their supervisor before working** a holiday or more than 8 hours in one day (doing either is strongly discouraged).
4. To take an unpaid meal break of at least 30 minutes (preferably mid-shift) any day the student is scheduled to work more than 5 hours.
5. Responsible for submitting their timesheet online by the last *workday* of the month and for making sure their supervisor has approved it online before the deadline.
6. Eligible for Workers' Compensation for any work-related injuries or illness.
7. *Not* eligible for unemployment compensation.
8. To maintain a minimum **GPA of 2.0**, both quarterly and cumulatively.
9. **Student must reside in California and maintain a U.S. permanent address on their District records.**
10. **The student is responsible for giving their supervisors as much notice as possible regarding pending ineligibility.**
11. **The student must stop working and notify Financial Aid immediately upon realizing they do not meet the qualifications.**
12. Student employees will be eligible for a maximum of 24 hours of sick leave during the academic year (July 1 - June 30). Unused sick leave will roll over into the next academic year as long as there is less than a 12-month break in service.
13. Student employees **need to be in attendance in their enrolled classes** to meet their employment requirement each quarter.

District Funded Students:

1. Enrolled in a minimum of **6.0 units** at FHDA District and one class at their primary school, during each quarter they are working. (F-1 students are to follow the ISP program requirements of **12.0 units** in fall, winter, and spring quarters.)
2. To have **fewer than 180 attempted units** in the FHDA district.

Special Program Funded Students:

1. Enrolled in a minimum **6.0 units** at their primary school.
2. To have **fewer than 180 attempted units** in the FHDA district.

Federal Work-Study Students:

1. Enrolled in a minimum **6.0 eligible units** at their primary school during each quarter in which they are working.
2. To have fewer **than 180 attempted units** in the FHDA district.
3. Responsible for keeping records of their gross earnings and for *stopping* work as soon as they have *earned* the dollar amount of their Federal Work-Study award or have dropped below 6.0 eligible units.
4. Permitted to work up to **19 hours per week** *between* Summer, Fall, Winter, and Spring quarters with prior Financial Aid Office approval.

All student employment assignments end automatically at the completion of the academic year.

STUDENT MUST READ AND SIGN

I understand and accept the above terms.

Student's signature

Date