Student Employment Handbook
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Additional Resources (available at time of hire)

· Background process
· The Code of Responsibility for security and confidentiality of records and files for student employees
· Non-discrimination/equal employment policy
· Injury and illness prevention
· Discrimination policy and sexual harassment guidelines
· Domestic violence protected leave and notification

Connect via Social Media:

- Instagram: @bakersfieldcollegecte
- Facebook: @bakersfieldcollegecte
- Twitter: @CTEatBC

OUR MISSION

Bakersfield College provides opportunities for students from diverse economic, cultural, and educational backgrounds to attain Associate and Baccalaureate degrees and certificates, workplace skills, and preparation for transfer. Our rigorous and supportive learning environment fosters students' abilities to think critically, communicate effectively, and demonstrate competencies and skills in order to engage productively in their communities and the world.
STUDENT EMPLOYMENT ELIGIBILITY AND REQUIREMENTS

The Student Employment Office assists students in finding part-time work while attending college. Upon graduation assistance is available in locating full-time career opportunities. For those students seeking part-time employment, an effort is made to locate work that is related to one’s major or occupational goal.

Workshops are offered on job interview techniques, job search skills, and resume preparation. Student employment services are available at no cost to the student or employer.

EMPLOYMENT FOR STUDENTS WITH DISABILITIES

Additional employment services may be available for students who:

- Have a disability
- Are currently enrolled with Disabled Student Programs and Services (DSP&S)
- Are clients of the California State Department of Rehabilitation

For more information, visit the WorkAbility III Office, CSS 10 or call (661) 395-4659.

Employment for students who receive TANF/AFDC (CalWORKs) are available, for more information call (661) 395-4047 or stop by Student Services 191.

ON-CAMPUS JOBS

All student employment positions for Bakersfield College (BC), BC SouthWest, Weill Institute and Delano Center are posted on Jobspeaker as “on-campus” jobs. To be considered for on-campus employment:

- Student must be currently enrolled in a minimum of six (6) units or part-time status at Bakersfield College to work on campus and (2) units for the Summer term.
- Register for Jobspeaker and create a profile.
- Attach a professional resume. You will not be able to apply without a complete resume.
- Complete the application in its entirety with 3 full references; including name, full address and phone number.
- If the department requires Federal Work Study, then students must be eligible through their Financial Aid Award.

ON-CAMPUS STUDENT EMPLOYMENT OPPORTUNITIES

The following departments/programs are authorized student worksites. For additional worksites, please refer to Student Employment Office (FACE 16).

- Accounting/Purchasing
- Admission & Records
- Agriculture
- Allied Health
- Archives
- Art Gallery
- Athletics
- Business Services
- CalWORKs
- Career & Technical Education
- Child Development Center
- Counseling
- Custodial
- Delano Center
- Delano Childcare
- Disabled Student Programs & Services (DSP&S)
- Extended Opportunity Programs and Services (EOP&S)
- Equity and Inclusion
- Financial Aid
- Food Service
- Graphics Center
- Information Systems
- Learning Center
- Library
- Mailroom
- Mathematics, Engineering, Science Achievement (MESA)
- Office of Student Life
- Office of the Vice President
- Outreach Services
- Physical Education
- Physical Science
- Public Safety
- Student Government Association (SGA)
- Tutoring Center
- Science Technology Engineering and Math (STEM)
- Student Employment
- Student Success Student Health & Wellness Center
- Supplemental Instruction (SI)
ON-CAMPUS SPECIAL REQUIREMENTS

On-campus positions range from Student Body President to Mobility Aid Drivers. These are ongoing positions and may not be posted on the currently available jobs. Students are encouraged to view Jobspeaker often for new postings or inquire with respective departments. Each position has specific qualifications and prerequisites such as: driver’s license, certificate(s), election, class completion or physical requirements.

Requirements:
- The same requirements apply to all on-campus jobs (refer to page 2).
- Special Requirement positions have separate funding sources and could require a 12 month commitment.

Tutoring Center & SI Leaders (Supplemental Instruction) Requirements:
- Tutors or SI Leader must have a recommendation from an instructor.
- Will be required to enroll in ACDV course (Tutoring Center only).
- Complete department's orientation.

For more information contact the Tutoring Center at (661) 395-4430 or stop by the office in CSS 203.

Disabled Students Program & Services (DSP&S)

Positions: Scribes, Mobility Aids, High Tech Center Aids, Adaptive PE Assistant. Several of these positions require a valid driver's license, CPR and/or the ability to lift 30 lbs., speak, hear and see clearly.

For more information contact Disabled Students Program and Services at (661) 395-4334.

Student Government Association Officers

Officers are voted into position by the students of Bakersfield College. For more information contact Student Government Association at (661) 395-4355 or stop by the Student Activities Office in Campus Center 4.

- President
- Vice-President
- VP of Activities
- VP of Communications
- VP of Finance
- VP of Legislation
- Chief Justice
- Trustee Liaison
- Senators

APPOINTMENTS

Appointments can be made to meet with a Job Development Specialist in the Student Employment Office FACE 16 or call (661) 395-4550 or the Student Employment Lab (661) 395-4982. You must register with Jobspeaker prior to your appointment. You may schedule an appointment with a job development specialist to receive the following services:

- Career Advising
- Career Workshops
- Job Coaching
- Job Leads/Labor Market Trends
- Mock Interviews
- Resume Writing
JOB SEARCH PROCESS

Register on Jobspeaker from the Student Employment Website to apply for ON & OFF CAMPUS JOBS in 3 easy steps!


2. Select your program, complete your profile and upload your resume.

3. Begin job search *Placement is not guaranteed

GO MOBILE!

Jobspeaker has a free mobile app that can be downloaded from Google Play or the App Store. On and off campus jobs are available at your fingertips.

When selecting on-campus jobs be sure to review the following areas:
- Jobsite location: On-Campus, BC SouthWest, Delano Center, Bakersfield, Downtown Weil Institute, Arvin
- Required work days/hours
- Knowledge and skill requirements
- Additional required attachments

ON-CAMPUS EMPLOYMENT PAPERWORK AND DOCUMENTS

Once a student has accepted employment on campus, their next steps are to obtain an onboarding packet from the Office of Student Employment (FACE 16). The Student Employment Department will maintain electronic copies of student’s files through the Jobspeaker system. Hard copies of the following documents will be held in the Human Resource Office (A19)

Employment eligibility verification must be obtained for each student worker.

Student Employment Packet Contains:
- Updated Student Employment Form (one per position being hired)
- W-4/I-9 Forms
- Oath of Office Form
- Employment Eligibility Verification/Right to Work documentation
- Confidentiality Agreement
- Employment Eligibility Verification form (I-9)

Students who are not citizens of the United States must submit one of the following in addition to the On-boarding Student Employment packet:
- Visitors International Stay Admission (VISA)
- Passport
- Alien Registration Card
- Resident Card
- Unexpired Employment Authorization Document
IMPORTANT INFORMATION

HOURS
Standard hours of operation for Bakersfield College are:
- Fall & Spring: (Monday – Thursday 7:30 a.m. – 5:30 p.m.) (Friday: 8:00 a.m. – 12:00 p.m.)
- Summer: (Monday – Thursday 7:00 a.m. – 5:30 p.m.) (Friday – Closed)
- Note: Several positions may need workers as late as 10:00 p.m. or Fridays 8:00 a.m. to 5:00 p.m., and possible weekends.

Authorized work hours for all student positions:
- 1-19 hours per week.
- Students who have more than one (1) On-Campus position have the responsibility to remain within the 19 hour maximum.
- Work during semester breaks require prior authorization and eligibility.

REST/LUNCH PERIODS:
- Students are entitled to a paid 15-minute rest break during each consecutive four (4) hours worked. Supervisors will determine the exact schedule for breaks
- According to law, an unpaid lunch period of 30 minutes must be allowed when working five (5) or more hours. The lunch period may be waived by mutual consent if no more than six (6) consecutive hours will complete student’s work day.

HOURLY WAGES
- Student employees are paid minimum wage, which is currently $11.00/hr ($12.00/hr beginning January 2019).
- Overtime is not authorized for on-campus student employees nor will students be compensated for any extra hours.

PAYROLL PROCESS
Students post their time daily on Web Time Entry, a web-based time recording system which allows employees to submit timesheets electronically. The time is approved online and sent electronically to Payroll for processing. Reporting errors or late time submissions may be deferred to the next pay period for payment.

Web Time Entry will be established once the student is hired. Students initiate their account by logging into Inside BC and click Tools to find the My Web Time Entry link.

Students should be aware that:
- Time is posted daily.
- Hours cannot be prorated or posted in advance of being worked.
- It is the student’s responsibility to submit Web Time Entry for approval on time and before the monthly deadline.

PAYCHECKS
- Will be mailed to the address the student has on file with the Admissions and Records Office.
- Official payday is the 15th of the following month.
- Direct Deposit is available by completing the following form:
  http://procedures.kccd.edu/sites/default/files/file_uploads/Direct%20Deposit%20Form.pdf

Payroll Questions should be directed to Diana Alcala, Human Resources Assistant (661) 395-4452

SICK LEAVE
Student employees are NOT eligible for employment benefits, such as:
- Paid holidays
- Vacation
- Life & medical insurance
- Permanent work status
- Unemployment insurance
- Retirement
Student employees who meet their 90 day probationary period will receive 1 hour of sick leave for every 30 hours worked. If students leave their position or are terminated, these hours will not carry over or be paid out.

**WORKER’S COMPENSATION**
Workers’ Compensation covers on the job injuries. Follow these steps when reporting an injury:
- Immediately report injury to supervisor
- Notify the Student Employment Office (661) 395-4550 or Safety Coordinator (661) 336-5135
- Notify Student Health Center (661) 395-4336
- Complete Incident Report Form with the Safety Officer

**TERMINATION**
Reasons for Termination of Employment:
- Resignation: Student should give a minimum two week notice
- Reasons for dismissal:
  - Unsatisfactory work performance
  - Misconduct
  - Ineligible for FWS
  - Drop below the six (6) unit requirement or part-time status; two (2) units for summer
  - Abuse of drug(s) and/or alcohol

**HUMAN RESOURCES – EQUAL OPPORTUNITY EMPLOYER**
Bakersfield College is an Equal Opportunity Employer and is committed to providing equal employment opportunities to all applicants, employees, and students regardless of ethnicity, race, color, sex, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, ancestry, political or organizational affiliation. Bakersfield College strongly condemns, opposes and prohibits unlawful discrimination and any form of sexual harassment against students or staff.

Bakersfield College is committed to an environment in which all employees and student employees are treated with respect and dignity. Every employee has the right to work and learn in a professional atmosphere free of drugs, sexual harassment and unlawful discriminatory practices.

Issues or concerns regarding unlawful discriminatory practices and/or working conditions must be addressed with the Student Employment Human Resources Officer, or College Designee, Kern Community College District, 2100 Chester Ave., Bakersfield, CA 93301, (661) 336-5157.

Any student employment related sexual harassment allegations should be reported to the Student Employment Human Resource Officer, whether reported by the individual who is the subject of the harassment, or by a witness. The Student Employment Human Resource Officer will investigate each report according to procedure 11A4A. Note: Any employee, student or staff, may be subject to disciplinary action for violating any employment laws, civil rights or Kern Community College District policy

**DEPARTMENT OF PUBLIC SAFETY**
The Department of Public Safety provides a variety of services, including a security escort service, personal safety tips, sexual assault prevention tips, survivor assistance and officer patrols. Do not hesitate to ask the Department of Public Safety any questions you may have about your personal safety. You will find that the staff members are interested and welcome the opportunity to assist with your concerns. Security is on campus 24/7 and can be reached at any time by calling (661) 395-4554.

**SEE SOMETHING, SAY SOMETHING, DO SOMETHING!**
Public Safety encourages each student to program the main phone number (661) 395-4554, into their cell phone and call for any situation regarding campus or personal safety.
HELPFUL TIPS FOR STUDENT TO ENSURE SUCCESSFUL EMPLOYMENT
“You Can Get through Life with Bad Manners, But It’s Easier with Good Manners” - Lillian Gish

PUNCTUALITY
Student employees must be on time and must call their supervisor if unforeseen circumstances arise causing them to be late.

ABSENCE
Student employees are responsible for calling their supervisor, in case of absence. All attempts should be made to give as much advance notice as possible.

PROCESSES
Student employees should discuss office policies and procedures with their supervisor, and refrain from inviting friends into the office during work hours.

RESPECT
It is expected that all employees will be courteous and helpful to others.

CONFIDENTIALITY
Work-related information is confidential and should not be discussed with others. Any information (files, student and employee information) a student may come in contact with during employment is strictly confidential. Information should not be discussed outside work under any circumstances. Any violation of confidentiality will be subject to discipline up to and including termination of employment.

CELL PHONES
Student employees are expected to refrain from cell phone usage while working.

DRESS CODE
Student employees are expected to report to work in attire that is appropriate for the position. Student employees should check with their supervisors regarding specific departmental dress code expectations.

COMPUTER/INTERNET USAGE
Some student employment positions require the use of computers and the internet. Student employees should not use the workplace computers for personal reasons without permission from their supervisor.

COMMUNICATION
If you are given a task and you are unsure of what needs to be done, it is your responsibility to ask questions.

TASK COMPLETION
If you are assigned a project or specific responsibility, make sure you have communicated the status of that project to the appropriate person and have made arrangements for completion.

MISTAKES
Your student position is a great opportunity for personal growth. Don’t be discouraged if you make a mistake. Learn from it!

KEEP INFORMED
It is important that you know what is going on around campus and can act as a resource person and an ambassador for your department.

HELP OTHERS
As a representative of one of the College’s offices, many times you will be dealing with fellow students and visitors. When you see someone who looks like they may need assistance, offer your support.

CONTINUING EMPLOYMENT
Employment for the next academic year is not automatic. Students will be rehired based on their performance from the previous year. Students interested in continuing employment for the next year should ask their supervisor what procedures they should follow to apply for work.

STUDENT EMPLOYEE RESPONSIBILITY
Students employed by Bakersfield College are responsible for understanding and adhering to all the guidelines in the Student Employee Handbook. If students feel they are being asked to do something in violation of the handbook, it is their responsibility to bring this to the attention of their supervisor. If the supervisor is not available or the student is uncomfortable approaching the supervisor, they will need to file a complaint with the Office of Student Life, which can be completed at this link: https://www.bakersfieldcollege.edu/studentconduct/complaint
In no case should an employee act in violation of the guidelines in the Student Employee Handbook.