

**RIVERSIDE CITY COLLEGE  
STUDENT EMPLOYMENT  
HIRE PAPERWORK CHECKLIST**

**NEW HIRE DOCUMENTS**

Required FORMS

1. Employment Action Request
2. Employee Information Form
3. IRS Form W-4 (*attached-click on the paperclip on the left*)
4. EDD form DE-4
5. DHS form I-9 (*attached-click on the paperclip on the left*)
6. Sick Leave Acknowledgement Form
7. Direct Deposit Form and Bank Attachment (Optional but recommended)

Additional Required Documents

1. Unexpired Government Issued Picture ID or RCC Student ID (per the list on the I-9)
  - a. Eligible non-citizens may have to provide an employment authorization card depending on their status.
2. SIGNED social security card

International Students

1. Must provide these documents in addition to all new hire documents listed above.
  - a. Unexpired foreign passport (satisfies picture ID)
  - b. Form I-20
  - c. Form I-94
  - d. Social Security Card once received via mail to their home (see process below)
  - e. IRS Form W-4 Exception - Must claim \$33.10 on line 4(c)
2. Once the hire paperwork is received by the Student Employment Office and verified that all documents have been submitted and completed correctly a letter will be issued to the student to submit to the International Student Center to obtain an additional letter. Both letters along with the Passport, I-20 and I-94 should be taken to the Social Security Administration Office to apply for the social security card. Instructions will be provided.
3. When the student receives their social security card via US mail they are to SIGN the card and submit it to the Student Employment Office in order to complete the hiring process.

**REHIRE DOCUMENTS**

Required Forms

1. Employment Action Request
2. Employee Information Form
3. IRS Form W-4 (*attached-click on the paperclip on the left*)
4. EDD Form DE-4
5. Sick Leave Acknowledgement Form

**ADD or TRANSFER a Budget, Position or Department**

Required Forms

1. Employment Action Request

Manager - Complete the Employee action Request and email the packet to the student through Adobe Sign.

**EMPLOYEES: Complete these forms (prefer typed but may complete in ink and must be submitted without mistakes or White-Out), sign through adobe sign, or print and sign these forms and scan them to the department/site manager. The manager will forward the documents to Student Employment for processing. This procedure is in effect until further notice.**

**STUDENTS MAY NOT START WORKING UNTIL WRITTEN NOTICE FROM STUDENT EMPLOYMENT IS ISSUED.**

# **FEDERAL WORK STUDY PROGRAM DEFINITIONS**

**Below are the definitions of the 8 types of programs funded through Federal Work Study**

- ***On-Campus FWS:*** Any Federal Work Study employment on-campus or at one of our satellite locations only (Early Childhood Education excluded).
- ***Community Service:*** Community Service jobs are mostly off-campus positions with the exception of Early Childhood Education, Tutorial Services, the Center for Social Justice and Civil Liberties, and the Disability Resource Center. Nonprofit agencies can qualify as community service employers if the work performed meets the definition of community services within Title IV regulations.
  - Such fields as health care, child care, literacy training, education (including tutorial services), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, community improvement, and emergency preparedness and response;
  - Work in service opportunities or youth corps under AmeriCorps, and service in the agencies, institutions, and activities described later;
  - Support services for students with disabilities (including students with disabilities who are enrolled at the school); and
  - Activities in which an FWS student serves as a mentor for such purposes as tutoring, supporting educational and recreational activities, and counseling, including career counseling.
- ***Reading Tutoring:*** Reading tutoring for preschool through middle school-age children.
- ***Math Tutoring:*** Mathematics tutoring for Preschool through middle school-age children.
- ***Literacy:*** A family literacy program integrates four components. It provides literacy or pre-literacy education to children, literacy training for parents or other caregivers of children in the program, a means of equipping parents or other caregivers with the skills needed to partner with their children in learning and literacy activities between parents or other caregivers and their children. This definition is consistent with the Even Start and Head Start definitions of Family Literacy programs.
- ***Calworks #1:*** The CalWORKs Work Study program connects eligible CalWORKs students to entry level employment opportunities related to their course of study. The focus is to link employers to students who can learn initial job skills, maintain long-term employment directed toward career development while continuing their college course work and maintain their GAIN Program (Greater Avenues for Independence) eligibility. ***Calworks #1 is funded 75% by the state Calworks Program and 25% is funded by FWS or department funding.***
- ***Calworks #2:*** Same definition and funding as #1. Employing Calworks students under the Community Service positions.
- ***Calworks #3:*** Same definition as #1. The difference is ***Calworks #3 is funded 75% by FWS and 25% by the Calworks Program.***

## RCC STUDENT EMPLOYMENT JOB CATEGORIES **(Effective January 1, 2023)**

LEVELS	DESCRIPTION	EXAMPLES OF ASSIGNMENTS	RATES OF PAY
Student Aide I	Performs a variety of unskilled clerical &/or manual duties for a specific work area. Work is performed under close supervision. Work is assigned and student receives detailed instruction. No experience at all is required. Job details are learned from supervisor or classified staff members	Food Services worker, area attendant, laborer, ticket taker, usher, locker room attendant, general clerk, Copy Room Attendant, mail distributor, Art gallery attendant, file clerk, Lab Aide, Instructional Aide, DSPS Aide, Student Clerk, IMC Aide, Journalism Aide, Circulation Aide, Library Aide, Student Ambassador, Health program Aide, Recital Assistant, Athletic Field Aide, Sports Program Aide, College Police Aides, lifeguard I	\$15.50 to \$15.75 Per hour
Student Aide II	Performs a variety of clerical &/or manual related duties that are usually semi-skilled in nature and may require only limited skill, training or experience. Learns role on the job. Requires basic knowledge of administrative activities and procedures within work area. Exchanges information with co-workers, staff within the District and the community. May require completion of certain courses to qualify.	Classroom Aide, Public Safety Program Aide, Tutor, Museum Aide, Stage Hands, Middle School Liaisons, Outreach Aides, Student Role Players for special programs, Clerical Assistants, College Police Assistants, Lifeguard II	\$16.00 to \$16.75 per hour
Student Aide III	Performs a variety of skilled duties in support of administrative and academic projects. Performs clerical and manual duties that require some specialized skill level. Typically requires some experience related to the assignment or special education in the area of assignment. Requires knowledge of the District/College programs and services	Study Group Leader, Educational Assistant, Sports Program Coordinator, Specialized Tutors, group tutors, Computer Aides, light and sound technicians, Computer Network Assistants, Sports officials, Child program Aides, Automotive Assistants	\$17.00 to \$17.75 per hour
Student Aide IV	Performs a variety of duties requiring advanced knowledge of subject in support of administrative or academic projects or functions. Requires knowledge of how program/work unit function and fit into the District or College programs. Gathers, integrates and interprets information.	Media Center delivery assistants, Special Student Program Assistant (Puente, Ujima), Lab Specialist, Stem Mentors, advanced tutors	\$18.00 to \$18.75 per hour
Student Aide V	Performs a variety of complex duties in support of administrative and academic projects/functions. Requires more extensive experience and subject matter expertise to be successful. May do advanced and complex research for department assigned to. Developing and working with contacts outside of the work unit is common.	Media Center Student Production Assistants, Media Center Student Technicians, Business Associates, Computer Specialist, Project Specialist,	\$19.00 to \$19.75 per hour

Academic Year

RIVERSIDE CITY COLLEGE
STUDENT EMPLOYMENT
EMPLOYMENT ACTION REQUEST

Date Received
(Office use only)

Today's Date

Employment Action A

Student ID # Last Name First Name MI
(Name as is on social security card. New international student employees use name on current passport)

Department / Site: Pay Rate: \$

Job Category: Job Title:

Program Type: Department Funding Federal Work Study Calworks Work Study
(International Student Educational Assistant)
(Check all that apply) (Department Funding Required) (RCC Academic Senate Award Required)

Funding Source: Department Funding (Educational Assistant budgets will be assigned. You do not need to provide a budget)

Budget #1: Budget #4:
Budget #2: Budget #5:
Budget #3: Budget #6:

Federal Work Study Funding

Program:

- On-Campus/RCCD/Satellite Dept: (75%) 12-DZE-1190-0-7091-0304-2331 / (25%) 12-DZE-1190-0-6460-0304-2331
Community Service (ex: Off-Campus Admin, ECE, Tutorial, DRC, Ctr for Soc. Justice)
(75%) 12-DZE-1190-0-7091-0300-2331 / (25%) 12-DZE-1190-0-6460-0300-2331
Calworks Match #1 (CWS/Preferred) (On-Campus/RCCD): (25%) 12-DZE-1190-0-7091-0305-2331
Calworks Match #2 (CWS/Community Service): (25%) 12-DZE-1190-0-7091-0307-2331
Calworks Match #3 (CWS/Alternate) (On-Campus/RCCD): (75%) 12-DZE-1190-0-7091-0306-2331
Reading Tutoring (Off-Campus K-8/ECE): (100%) 12-DZE-1190-0-7091-0301-2331
Math Tutoring (Off-Campus K-8/ECE): (100%) 12-DZE-1190-0-7091-0302-2331
Literacy (Off-Campus K-8/ECE): (100%) 12-DZE-1190-0-7091-0303-2331

Employment Action B

Department (if different):

Budget #1: Budget #4:
Budget #2: Budget #5:
Budget #3: Budget #6:

By signing below, I have read, understand and agree to the Employment Action, Terms and Conditions of Employment and the FERPA Confidentiality Agreement. I also understand that non-compliance of the FERPA Agreement and the Terms and Conditions of Employment may result in termination. \*\*STUDENTS MAY NOT START WORKING UNTIL APPROVAL IS ISSUED IN WRITING FROM THE STUDENT EMPLOYMENT OFFICE\*\*

Manager - Print Name

Manager - Signature

Date

Employee - Print Name

Employee - Signature

Date

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# Riverside Community College District

*Student Employment*

## FERPA Agreement

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### **STATEMENT OF UNDERSTANDING OF THE FAMILY EDUCATIONS RIGHTS AND PRIVACY ACT:**

*I understand that by virtue of my employment through the Riverside Community College District, I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 (FERPA). I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates the Riverside Community College District's disclosure of information policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.*

**For more information on FERPA regulations please refer to the RCCD website at <http://www.rccd.edu/Pages/ferpa.aspx>.**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**Terms & Conditions for Student Employment**

**EXPECTATIONS**

I understand that as an employee of the Student Employment Office, I represent Riverside Community College District. In such, I also understand that I am expected to act in a professional manner and to serve students and employees to the best of my ability.

Both the supervisor and the student accept the following expectations as a guide to behavior in the workplace:

**I agree that students cannot work unsupervised. They must be supervised at all times.**

I will serve as a model of what a student employee should be, I will respect all students and employees. I will answer telephone calls promptly and courteously.

***I will respect the privacy of all students and to maintain the confidentiality of all records.***

I will check in with my assigned area supervisor when I arrive each day and again before I leave each day. I will work in blocks of time no less than 2 hours, unless prior arrangements have been made.

I will work according to my pre-arranged schedule, I will not work outside of the schedule, unless prior arrangements have been made, I will not ask to leave before the end of my scheduled time unless it is an emergency and arrangements are made prior to leaving.

I will call in at least 30 minutes before the beginning of my shift should I not be able to report for work due to illness. I will ask for time off at least two working days in advance. I will not assume that my request has been granted.

***I am responsible for submitting my timesheet. If I do not submit it on the due date, I understand that I may not be paid for hours earned until the next pay period.***

**The student and the supervisor must keep track of the student's hours and submit a completed timesheet to the Student Employment Office. Sick days must be reported on the timesheet and accompany a Sick Leave Affidavit.**

I will complete all assignments thoroughly and in a timely manner. I will take pride in all work that I do.

***I will dress in a professional and respectable manner in accordance with the Departmental/Site Dress Code. The supervisor must communicate to the student the regulations and policies regarding dress, work habits, job duties, hours, etc. according to the position in which the student is hired.***

I will refrain from eating during work hours unless it's during a break.

I will refrain from making and receiving personal telephone call or text messages during work hours.

I will refrain from studying, completing homework assignments and editing/printing schoolwork during work hours.

Once I have completed all assigned tasks, I will ask for additional assignments. If an additional assignment is not available, I understand that I will be expected to assist in other areas.

I understand that all computer use must be work related. I will not check personal e-mail accounts during work hours, nor will I surf the Internet.

The student is responsible for notifying the Admissions & Student Employment Offices of any changes in name, address, phone number.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**Terms & Conditions for Student Employment**

**ELIGIBILITY**

***The student and the supervisor understand that the student cannot exceed 20 hours per week or 8 hours per day. If a student works in more than one position on-campus, the combined hours cannot exceed 20 hours in a week or 8 hours per day. Doing so may jeopardize their position with Student Employment.***

***Students should NOT be working the holidays UNLESS they are working a special event. Holidays are paid at time and one-half which depletes their balance of hours at an accelerated rate. For example: working 4 hours on a holiday translates to 6 hours.***

If the student is dismissed by the supervisor or if the student voluntarily resigns, a Warning/Dismissal Form must be signed by and forwarded by the supervisor to the Student Employment Office immediately.

Prior to dismissal, the student should be granted 2 warnings UNLESS extenuating circumstances apply or funding is exhausted.

If a student is involuntary dismissed from an off-campus position, they may not return to another off-campus position.

***All students must maintain half-time enrollment (MINIMUM 6.0 UNITS FALL & SPRING, MINIMUM 3.0 UNITS FOR SUMMER & WINTER). Student employment is limited to a total of 16 semester/4years.***

***All students employed must maintain a cumulative 2.0 G.P.A. or higher to continue working each semester and FWS recipients must also meet financial aid Satisfactory Academic Progress (SAP) requirements. Students not meeting these requirements may be placed on a "Warning Period" or may be dismissed from their position.***

***If the requirements for the "Warning Period" are not met, the student will be determined ineligible and dismissed from their position. During the ineligible semester, students must enroll in at least 6 units and earn a cumulative 2.0 G.P.A. for future employment through the Student Employment Department for the Riverside Community College District.***

**DISCLAIMER**

The student and the supervisor understand that the student MUST submit all completed necessary Student Employment hire documents BEFORE a hire date will be issued. All documents need to be completed correctly. FAILURE TO SUBMIT CORRECT AND COMPLETE DOCUMENTS, WILL RESULT IN PROCESSING DELAYS OF THE STUDENT'S FILE.

It is recommended students keep a copy of these terms for reference.

**STUDENTS MAY NOT BEGIN WORKING UNTIL A HIRE DATE HAS BEEN ISSUED IN WRITING TO THE SUPERVISOR.**