

# ADMINISTRATIVE REGULATION

7270

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## STUDENT HOURLY WORKERS

Students at the 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 to the hiring and salary placement for all student help.

- A. The department makes a determination of the need for student hourly workers. The need must be in accordance with the appropriate Education Code (see below) in regards to not supplanting classified work. The level of skill sets, the nature of the assignment and the placement on the salary schedule for student hourly workers shall be determined by the department based upon knowledge, skills and abilities.
- B. Student hourly workers shall be paid in accordance with the short-term hourly salary schedule. The Office of Human Resources (OHR) will annually review the current salary schedule for student hourly workers and update as appropriate.
- C. 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 Sections 69960(f) and 88003*

Adopted: 08-21-92      Revised: 10-08-20  
Revised: 08-30-99  
Revised: 02-11-16