

ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7446

PAGE: 1 OF 5

CATEGORY: **Personnel, Classified Staff**

EFFECTIVE: **6-11-99**

SUBJECT: **Employment and Placement of
College Student Workers**

REVISED:

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing employment, placement, evaluation, and separation of college student workers (CSWs).
2. **Related Procedures:**
 Classified paraprofessional employees 7442
 Assignment of student teachers and compensation to supervising teachers 7238

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: A-3000, I-1050, I-1300, I-1360, I-6500, I-6600; Education Codes 10020, 44065, 44926, 45103, 45344.5, 45361.5.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Personnel Administration Department, Human Resource Services Division, Administrative/Operational Support.
2. **Recruitment.** College students desiring employment may contact the Personnel Administration Department or individual schools.
3. **Employment Standards.** Applicants
 - a. Must be full-time college students enrolled in 12 units of coursework per semester, or the number of units defined as full-time status by the college or university the student is attending. Verification of registration and grade reports will occur twice a year.
 - b. Must demonstrate proficiency in reading, writing, and mathematics by passing the Classroom Assistant Proficiency Examination (CAPE) (Ed. Codes 45344.5, 45361.5).
 - (1) Bilingual Spanish applicants will be given the CAPE in English and Spanish to assess their reading and writing skills. Upon successful completion of the written CAPE, applicants will be interviewed to assess their oral bilingual skills.
 - (2) Bilingual applicants in languages other than Spanish will be given the CAPE in English and their bilingual skills will be evaluated at the selecting site.

- c. Must successfully pass a criminal background check conducted by the California Department of Justice.
4. **Hours of Work.** The number of hours assigned is determined by the available funds and needs of each school. College student workers may only work part time.
5. **Typical duties** of college student workers are assisting in the instruction of pupils in school classrooms and other instructional settings; they may perform other duties, as assigned.
6. **Verification of Employment**
 - a. The Personnel Administration Department notifies sites by circular within one month of the beginning of the fall and spring semesters of the necessity to verify current enrollment of college student workers.
 - b. For each college student worker, sites must return original student enrollment forms (for the current semester) and verification of grades (for the previous semester) by the date designated by the Personnel Administration Department. Copies are not accepted.
 - c. College student workers who do not submit grade and enrollment information by the deadline are terminated from employment on the deadline date.
7. **Placement at Schools**
 - a. Selections of college student workers are made by the site administrator.
 - b. School placement and days and hours of work are subject to change without notice to the employee.
8. **Assignment Within a School**
 - a. The principal is responsible for determining class assignment and duties, which are subject to change by the principal.
 - b. The staff member to whom a college student worker is assigned is responsible for supervising work assignments.
9. **Salaries and Benefits.** College student workers
 - a. Receive an hourly rate of pay, established each year by the Board of Education.

- b. Are not eligible to participate in the State Teachers Retirement System, the Public Employees Retirement System, or district medical or dental insurance plans.
 - c. Are entitled to one paid personal business day (equal to a normal work day) for each 35 days worked, up to a maximum of four per school year. Personal business days are not cumulative from year to year.
10. **Termination.** Any employee who withdraws or drops out of college, becomes a part-time college student, or does not maintain passing grades in at least 12 units shall be terminated.
11. **Separation.** College student workers may be released at any time. However, all employees should be given the courtesy of advance notice, reason for release and, in adverse actions, due process. (Contact the Personnel Administration Department for assistance.)
- a. College student workers should notify the principal of intended resignation as far in advance as possible.
 - b. The principal prepares a “Separation Notice—Hourly Employee” (E.2.) for each resignation during the school year and forwards it to the Payroll Unit; Fiscal Control Department; Finance Division, Financial Accounting; Administrative/Operational Support. If replacement is requested, an “Assignment Authorization” (E.1.) is prepared and sent to the Budget Department; Finance Division, Financial Accounting; Administrative/Operational Support.
12. **Evaluation**
- a. Hourly and temporary employees normally are not evaluated under Procedure 7525 unless requested by district administration (Ed. Code 44664).
 - b. A college student worker’s performance may be evaluated at any of the following times:
 - (1) When the immediate supervisor believes evaluation is desirable.
 - (2) When an evaluation is requested by the principal, department head, or division head.
 - (3) When an evaluation is requested by the employee concerned.

- (4) When the employee is performing below-standard work.
- c. The principal prepares an evaluation in memo format, discusses it with the employee, and sends the evaluation to the Personnel Administration Department for filing.

13. **Miscellaneous**

- a. Final approval for employment is the responsibility of the Personnel Administration Department.
- b. In no instance may a college student worker be hired to fill a position previously held by a monthly paraeducator or by any other classified employee.
- c. Service as a college student worker does not count towards tenure as a teacher.

D. IMPLEMENTATION

1. **Request from Schools**

- a. **Budget Department** informs school of funds allocated for employment of college student workers, if applicable.
- b. **Principal** determines number of college student workers to be hired; prepares "Assignment Authorization" form (E.1.) with or without name; enters information concerning assignment and any special qualifications desired; sends "Assignment Authorization" to Budget Department.
- c. **Appropriate budget analyst** checks budget charge number and verifies availability of funds; secures approval of Program Requirements Department, Finance Division, or special project administrator when required; sends approved "Assignment Authorization" to Personnel Administration Department.

2. **Selection and Placement**

a. **Personnel Administration Department**

- (1) Administers Classroom Assistant Proficiency Examinations; maintains list of those applicants who passed CAPE test. Current list can be obtained by contacting Personnel Administration Department.
- (2) Once prospective college student worker passes CAPE test and "Assignment Authorization" is approved by Budget Department and

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NO: **7446**

PAGE: **5 OF 5**

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received in Personnel Administration Department, applicant will be processed and fingerprinted.

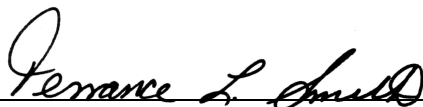
- (3) School Police notifies site of cleared fingerprints.
- b. **Payroll Unit** prepares computer input required to process personnel action form for approval by Board of Education.
- c. **Principal**
 - (1) Notifies college student worker of effective date of assignment.
 - (2) Plans for orientation and guidance.
 - (3) Maintains records of hours worked according to instructions in Personnel - Payroll Handbook (E.2.).
 - (4) Terminates college student worker when employee is no longer eligible for employment because of failure to maintain status as a full-time college student.
 - (5) Recommends retention or separation for following school year.

E. FORMS AND AUXILIARY REFERENCES:

1. Assignment Authorization, Stock No. 22-A-7225.
2. Personnel - Payroll Handbook.
3. Separation Notice—Hourly Employee, available from Personnel Administration Department or Payroll Unit.

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education