



Human Resources

TO: Academic and Classified Managers/Supervisors
FROM: Human Resources
SUBJECT: **ANNUAL REMINDER OF PROCEDURES FOR HIRING COLLEGE ASSISTANTS, INSTRUCTIONAL AIDES, STUDENT WORKERS, AND VOLUNTEERS**

DATE: July 1, 2008

The purpose of this memorandum is to provide standards and guidelines to managers, supervisors and others involved in hiring College Assistants, Instructional Aides, Student Workers, and Volunteers. Attached are guidelines that answer frequently asked questions.

The maximum number of hours and days per fiscal year for College Assistants and Instructional Aides is limited to 900 hours OR 170 days, whichever comes first.

900-HOUR WORK LIMITATION

College personnel procedures **limit** work performed by College Assistants and Instructional Aides to **900 hours** in a fiscal year. Work in all departments counts toward the 900-hour limitation in a fiscal year. Human Resources will notify the manager/supervisor when these employees reach 600 hours in order to provide the opportunity for alternate planning and staffing.

170-Day Limitation

The LA County report does not contain information on the number of days worked in a fiscal year. Cost Center managers and supervisors **must** continue to monitor the number of days worked for College Assistants and Instructional Aides to ensure that these employees do not work beyond 170 workdays in a fiscal year. A day is a day regardless of the number of hours worked. Work in all departments counts toward the 170-day limitation in a fiscal year.

Student Workers

All students enrolled in six or more units at PCC **must be hired as Student Workers (object code 2311)**. **Students are limited to 20 work hours per week.** Additionally, Student Workers are NOT eligible for overtime work. Students with less than six units must be hired as College Assistants (object code 2312) and are subject to the 170-day work rule and the 900-hour work limitation in a fiscal year.

Stipends

Student Workers, College Assistants and Instructional Aides are **not eligible** to receive stipends, as hours worked on stipends cannot be tracked.

Volunteers

Volunteer workers are authorized to commence their assignments **after** the supervisor processes the required Request for Volunteer Assignment form **and** the volunteer **completes** the fingerprinting process. Individuals cannot volunteer for the same services for which they have been provided compensation.

Summary

College Assistants, Instructional Aides, Student Workers, and Volunteers **are not authorized to commence work assignments until the manager or supervisor receives clearance from Human Resources.** Changes to assignment status (Student Worker to College Assistant, etc.) are done at the beginning of the fall and spring semesters. College Assistants, Instructional Aides and Volunteers are required to be fingerprinted **before** commencing work. **The maximum number of hours and days per fiscal year for College Assistants and Instructional Aides is limited to 900 hours OR 170 days, whichever comes first.**

Please share this information with your staff and hourly employees. Thank you for your assistance in making these procedures run smoothly. It is important for all of us to ensure that hourly employees stay within the limitations of the Education Code.

PASADENA CITY COLLEGE
GUIDELINES FOR COLLEGE ASSISTANTS, INSTRUCTIONAL AIDES, STUDENT WORKERS, and VOLUNTEERS

	<u>Student Worker</u> Must be enrolled in 6 or more units at PCC	<u>College Assistant</u>	<u>Instructional Aide</u>
Cost Centers (Object Code)	2311	2312	2410
Maximum hours worked daily	8 hours (see Overtime below for College Assistants and Instructional Aides)		
Maximum hours worked weekly	Not to exceed 20 hrs/week (NOT eligible for overtime work)	40 hrs/week	
Maximum hours/days per fiscal year	NA	Limited to 900 hours <u>OR</u> 170 days in a fiscal year, whichever comes first	
Time sheet schedule (deadlines)	Refer to Payroll Schedule for Hourly Unclassified and Student Employees		
Pay rates	Refer to Hourly Unclassified Employees Salary Schedule (College Assistants, Instructional Aides and Student Workers)		
Rest periods (break)*	One 10-minute paid break for each 4 hours or major portion of 4 hours worked (not applicable for fewer than 3 1/2 hours) to be taken at the approximate midpoint in the work period. Breaks may not be used to shorten the workday.		
Rest periods (lunch)*	Employees working <u>OVER</u> 5 hours must take a 30-minute <u>unpaid</u> , duty-free lunch period at the approximate mid point of their shift. Employees working over 5 hours may combine their 10-minute paid rest break with their 30-minute unpaid, duty-free lunch period. Lunch breaks may not be used to shorten the workday.		
Overtime	Student Workers are NOT eligible for overtime work. College Assistants and Instructional aides must receive <u>prior written</u> approval from the immediate supervisor of that area. Time worked in excess of 8 hours in any workday, or in excess of 40 hours per week, must be paid at the time and one-half rate. .		
Absences	All absences are unpaid, including jury duty.		
Parking	Refer to Human Resources to secure appropriate staff parking permit application form. Students working in any capacity at the College are required to purchase student parking permits and park in the student parking areas. College Assistants, Instructional Aides and Volunteers may purchase staff parking permits that allow parking after 12:30 p.m. As an alternative, parking is available for students and other hourly employees at CEC with shuttle to the main campus.		
Benefits	APPLE for College Assistants and Instructional Aides		
Mileage reimbursement	Must be board reported		
Fingerprinting	With the exception of Student Workers, all College Assistants, Instructional Aides and Volunteers must be fingerprinted <i>BEFORE</i> commencing work.		
Volunteers	Volunteers need to be Board reported annually and must be fingerprinted <i>BEFORE</i> beginning service. Individuals cannot volunteer for the same services for which they have been provided compensation.		

* California Industrial Welfare Commission Guidelines