

		Policy # 108
Subject: Student Classes of Employment		
Responsible Department: Personnel Services		
Effective Date: 04/1975		Revision Date: N/A
David Devine Director of Personnel Services		Navdeep S. Gill County Executive

1. **Purpose**

To define and implement the policy regarding appointments to student classes. The County of Sacramento encourages hiring students to provide them with experience working in their field of study and to encourage employment with Sacramento County upon completion of their course of study.

2. **Authority**

Sacramento County Charter, Section 71-F(j) – Selection

3. **Scope**

This policy applies to each of the County agencies and departments requesting to appoint a student to a student classification.

Students who are enrolled in an accredited educational institution full-time, or enrolled and attending high school, may be appointed to student classes in accordance with the minimum qualifications of the class to which the appointment is made. Positions designated for student employment are temporary, thus no permanent appointments will be made to these classes.

This policy does not apply to students who perform County work as part of a school-sponsored volunteer program. Students may not participate in a County student volunteer program and a paid County student employment program concurrently.

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Student Class Appointment Term

College students who have worked in a student class designated for college students may work for up to one (1) year following graduation, but not to exceed three (3) years from the initial date of appointment to that class.

College students shall be terminated when one of the following occurs:

- 90 days following the end of the semester or quarter, unless required documentation of continued enrollment is received timely;
- After three (3) calendar years from the initial date of employment, or one (1) year following graduation or certificate achievement, whichever is sooner; or
- The County/department determines the student's employment or services are no longer needed.

High school students may work in a student class designated for high school students for a maximum of two (2) years from initial date of appointment to that class or until high school graduation, whichever is sooner.

High school students shall be terminated when one of the following occurs:

- 90 days following the end of a semester, unless required documentation of continued enrollment is received timely;
- After two (2) calendar years from the initial date of employment, or high school graduation, whichever is sooner; or
- The County/department determines the student's employment or services are no longer needed.

Student Class Enrollment Requirements

College students must be enrolled full-time at an accredited educational institution that leads to a program certificate, Associate's, Bachelor's, or advanced degree. The accepted definition of full-time enrollment is that which is stated in the educational institution's official catalogue. A student's enrollment at more than one institution will not be considered full-time enrollment unless the primary institution verifies that units from the secondary institution will be used to fulfill the student's certification or degree requirements.

High school students must be at least 16 years old and currently enrolled in high school.

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Verification of Eligibility and Authorization of Appointment to Student Classes

One of the following is required to establish a college student's eligibility for appointment to a student class:

- The educational institution in which the student is enrolled must verify full-time enrollment;
- Incoming freshman or transfer students must submit an acceptance letter from their educational institution; or
- Students who have graduated and who desire to continue working for one (1) year, must submit a graduation diploma or certificate upon completion.

The following are required to establish a high school student's eligibility for appointment to a student class:

- The educational institution in which the student is enrolled must verify enrollment; and
- The student must provide a State Permit to Employ and Work, which will also serve as the federal certificate of age.

Department of Personnel Services (DPS) approval is required prior to appointment to a student class.

All students must provide verification of enrollment within 30 calendar days of each applicable school term.

Appointment Level

Appointments to student classes are based primarily on the number of units the student has completed and partially on the type of educational institution attended.

Appointment(s) levels are made based on the following criteria:

- Freshman (FR): 0-30 semester units or 0-45 quarter units
- Sophomore (SO): 31-60 semester units or 46-90 quarter units
- Junior (JR): 61-90 semester units or 91-135 quarter units
- Senior (SR): 91 + semester units or 136 + quarter units
- Graduate (GS): A Bachelor's degree or higher and current full-time enrollment in an accredited graduate program

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Student class appointments to Junior, Senior, and Graduate levels are limited to students enrolled in a program leading to a four-year or advanced degree. Students enrolled in a program leading to a certificate or an Associate's degree are limited to appointment to Freshman and Sophomore levels.

There are no levels in the high school student class of employment.

Salary Step Placement

Student class appointments are to be made at the entry level of each class, unless there are exceptional qualifications or recruitment issues tied to specific occupational groups. Appointment at a step higher than the entry level requires the approval of an advanced step hire request. DPS reviews and, if appropriate, approves advanced step requests, considering the following factors: student's experience, education, knowledge, skills, abilities, as well as, the recruiting difficulties and the entry salary of the target occupation.

There are no salary steps in high school student classes of employment.

Work Hours

Student work hours shall not exceed the following guidelines:

<i>When</i>	<i>Maximum Allowable Work Hours</i>
During school term	24 hours per week
During school vacation/break	40 hours per week
One (1) year after certification or graduation	40 hours per week
College students working under a school-sponsored training program	40 hours per week

Operating Department and Student Responsibilities

The operating department is responsible for the following:

- Ensuring that authorizations have been received by the Department of Personnel Services Certification unit.
- Ensuring a Verification of Student Status Form is completed within the time frames mandated by this policy.
- Verifying the status of each student every semester/quarter.

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- Appointing the student to the appropriate class level and salary step, if applicable.
- Establishing the starting and ending dates of appointment.
- Monitoring student time sheet to ensure work hours do not exceed maximum allowable work hours as stated in this policy.
- Tracking and verifying student status.
- Retaining verification forms in the department and/or agency personnel file.
- Ensuring student works in accordance with this policy.
- Ensuring compliance with Federal Immigration eligibility requirements.
- Ensuring compliance with Federal and State Child Labor laws, if applicable.

The student is responsible for completing and submitting all required documentation and paperwork by the applicable deadline as detailed within this policy.

4. Procedures Not Applicable

5. Review Not Applicable