SUPERVISORS GUIDE - HIRING AND REHIRING STUDENTS
Academic Year Student Employment

(Effective August 21, 2022 – May 20, 2023)

INTRODUCTION

The procedures described below are to be used throughout the academic year for all student workers. When a supervisor has identified a need for a student worker, the three-step process mentioned below must be completed in sequence.

Supervisors are required to review their student Labor Budget Status Reports to monitor their balances and make appropriate changes in student work schedules to ensure that their labor budgets are not over expended. Supervisors are also encouraged to utilize the Work Award calculator found on the Financial Aid website to ensure that their student workers do not exhaust their student earnings balances prior to completion of their assignment end date. You can find the calculator on the following page: http://www.oxy.edu/financial-aid/financial-aid-awards/work-programs/things-know. All student workers and supervisors will be notified once a month of their student earnings balance.

Students may hold more than one job, however, total hours worked between all positions may not exceed 8 hours per week. This is to ensure students do not exhaust their student earnings cap for the year. This amount is $4,000 for the 2022-2023 academic year. As of July 1, 2022, we will be following the minimum wage requirements of $16.04 per hour per the city of Los Angeles. All earnings during the period of August 21, 2022 - May 20, 2023 will be applied towards the student's earnings balance including earnings acquired during winter, spring and fall breaks.

STEP I
COMPLETION OF STUDENT POSITION REQUEST FORM

- **All student positions** will require the completion of a **Student Position Request Form** for every new hire and rehire for the academic year regardless of the funding source (i.e. grant funding, endowment, etc.). This form along with additional information is available on the Student Employment Website at **http://www.oxy.edu/human-resources/student-employment**.

- The supervisor will complete and sign the **Student Position Request Form** and obtain the approval of their division VP prior to submitting it to HR at *studentemployment@oxy.edu.* Please be sure to include a detailed job description.

- HR will review the job description and assign one pay rate for all student workers. The minimum wage rate is **$16.04 per hour effective July 1, 2022** per the city of Los Angeles.

- The Budget Office will review the student labor budget. If funds are available in the departmental student labor budget, the position will be approved.

- Once the position is approved, HR will then assign a requisition number and email a PDF copy of the approved **Student Position Request Form** back to the supervisor.

STEP II
RECRUITMENT AND PLACEMENT PROCESS

- When the supervisor receives the approved **Student Position Request Form**, the supervisor may begin the recruitment and placement process to fill the approved student position.

- HR will post the position on the job board located outside of the Financial Aid Department and on the Student Employment website. Student application forms may be obtained by logging onto https://www.oxy.edu/offices-services/human-resources/student-employment.

- Supervisors will interview and select students for placement in the approved position(s). Priority should be given to those with:

  1. Federal Work Study
  2. Oxy Work Award
  3. International Student status

- To hire or rehire a student worker, supervisors must submit hire/rehire information through the **Electronic Personnel Action Form (EPAF)** accessible in the myOxy portal.

- If the student being hired is new to Occidental College or has never worked on campus, he/she/they will need to contact the HR department in order to complete the new hire paperwork.

- International students need to self-identify to HR when completing their new hire documents.

- When the EPAF has been approved by HRIS, you will receive an automated message stating that the timesheet is now available to the student.

- Once the EPAF is approved electronically, the supervisor will receive an automated email notifying that the student position is now active.

STEP III
PROCESSING STUDENT WORKER CHANGES

- Supervisors may change the elements of the student worker's assignment by entering the new data through the **EPAF**. Please refer to the **EPAF** Training Manual for guidance on how to submit the updated information to HR.

- Note: Please use the start date of each semester when entering EPAFs.

- If you have questions or need any assistance in processing your student new hires and rehires, please submit your inquiry to ***studentemployment@oxy.edu*** and include *Student Worker Inquiry* in the subject line.

- Please note that due to the extremely high volume of student applications to be processed we will try to answer your inquiry as soon as we are able to and greatly appreciate your patience in this important process.

TIMEKEEPING GUIDELINES

Per Wage and Hour law you as the supervisor need to be in compliance with the following areas:

Rest and Meal Periods
- All hourly student workers who work an eight-hour shift are allowed two 15-minute rest periods per shift, one within each four-hour period of work. These breaks may not be combined or added to any employee's meal period, or be used to cover late arrivals or early departures. Rest periods are provided on College-paid time.

- Unpaid meal periods from 30 to 60 minutes are provided for each non-exempt employee who works over five hours in one shift. The meal period must not be taken more than five hours after the beginning of the employee's shift. Non-exempt employees are required to record the beginning and end of their meal periods on their time sheets or Kronos record.

Timekeeping Records
- Consequently, employees must record the time they begin and end work each day, the beginning and end of each meal period, and the beginning and end of any split shift or call back assignment.

- College policy requires that the actual hours worked for each day of the week are recorded, and that the employee submits the time sheet.

- In order to comply with audit regulations, time sheets must be submitted by the employee and be approved by the supervisors no later than 12:00 p.m. on the Monday following the close of the biweekly pay period.

Overtime

- Students are **not** authorized to work overtime during the academic year. California state law asserts overtime is incurred when an employee works more than 8 hours in a workday and 40 hours in a workweek (with no more than six consecutive days per week).

- Provided your department has sufficient funds to cover the expense, students are eligible to work up to 8 hours per day, 40 hours per week during winter and spring breaks.

<u>************** **VERY IMPORTANT** **************</u>

STUDENTS MAY NOT BEGIN EMPLOYMENT UNTIL THE SUPERVISOR HAS RECEIVED A STATUS OF "COMPLETED" FOR THE STUDENT'S RECORD. APPROVAL WILL TAKE THREE (3) BUSINESS DAYS