

I enjoy gathering and interpreting data.

I enjoy working out of doors.

I am imaginative.

I am good at solving problems.

I enjoy working with my hands.



BAKERSFIELD COLLEGE | **Student Employment**
STUDENT EMPLOYMENT
NEW SUPERVISOR
PACKET



Getting Started

Complete an Admissions form online at www.bakersfieldcollege.edu.

Getting Ready

The enrollment process includes online orientation, assessment, seeing a counselor and selecting classes.

Orientation is designed to inform students about career options, financial aid, how to register, how to improve study skills and assessment testing. All new students are expected to attend an orientation session before assessment testing. Students may participate in an online orientation at www2.bakersfieldcollege.edu/counseling or attend an orientation session. Call the college for orientation dates or view the dates online by clicking on "Enrolling at BC" at www.bakersfieldcollege.edu.

All first-time students who plan to earn a certificate or degree, transfer or enroll in an English, math, or science course must take the Bakersfield College assessment tests (ACT Asset Test and English essay) in order to determine their entry level in reading, math and writing. Bakersfield College offers a wide range of courses in each of these areas beginning with basic skill development and progressing to transfer level. In order to determine where to begin in each of these areas, it is necessary for you to assess. The test results and other criteria will be used to determine your placement. Special assessment testing accommodations can be provided for persons with disabilities. An English as a Second Language Test is available to all students whose first language is not English.

Our counselors and advisors will help you identify your educational goal, choose classes and inform you of special services available to students. All students must complete this step to qualify for early registration appointments.

Enrolling in Classes

You are now ready to register for classes at Bakersfield College, and you will receive an online registration appointment. Students who do not complete orientation, assessment and see a counselor must wait to register during open registration.

Getting Money

Students seeking financial assistance to meet the costs of education are encouraged to contact the Office of Financial Aid located in the Student Services Building. A variety of grants, scholarships, loans and part-time employment opportunities are available for students who qualify on the basis of financial need, enrollment in six or more units leading to a degree or certificate and satisfactory academic progress. By completing the FAFSA, students can be considered for the following programs:

Federal Pell Grant

Federal Supplemental Educational Opportunity Grant (SEOG)

Federal Work Study (FWS)

Cal Grant A, B and C

Extended Opportunity Program and Services (EOPS)

Cooperative Agencies & Resources for Education (CARE)

Board of Governors Enrollment Fee Waiver (BOGW)

Scholarships

Federal Stafford Student Loans

Short-Term Loans

The FAFSA may be completed online at www.fafsa.ed.gov.

Student Services

■ **Athletics (661) 395-4266**

Bakersfield College offers a wide choice of Collegiate Athletic Programs. Each of these programs has a long and successful history of competitive athletics achievement: football, cross country, wrestling, basketball, baseball, tennis, golf, track and field, soccer, volleyball, tennis and softball.

Bakersfield College was founded in 1913 and is one of the nation's oldest continually operating community colleges. The college serves 15,000 students on the 153-acre main campus in northeast Bakersfield, at the Weill Institute in downtown Bakersfield, and at the Delano Center 35 miles north of Bakersfield. Classes are offered on a traditional 16 week semester calendar as well as in a variety of non-traditional scheduling options: evenings, weekends, short-term career technical education programs, instructional television and on-line. Bakersfield College has a program to help you fulfill your dream, whether your goal is to earn an associate degree, transfer to a four-year institution, gain new job skills or explore lifelong learning opportunities.



■ **Career Center (661) 395-4083**

The Career Center provides resources for assisting students in making career choices that match their interests and natural talents. Resources include self-assessments, career information, decision-making and job search skills.

■ **Child Development Centers (661) 395-4368**

Bakersfield College operates three child development center locations. The services provided through these centers include care for infants, toddlers and preschool age children.

■ **Disabled Student Programs and Services (DSPS) (661) 395-4334 (V/TTY)**

DSPS assists the college in providing equal access to educational opportunities for students with disabilities. We provide reasonable accommodations to students with documented physical, communication, psychological, developmental and learning disabilities who are enrolled in BC classes. Some accommodations includes test taking assistance, special equipment, mobility assistance, note taking, assistive computer technology, special classes, sign language interpreters, written materials in alternate format and learning disability assessment.

■ **Job Placement (661) 395-4452**

Job Placement Services assists students in finding part-time work while attending college and upon graduation; assistance is available in locating full-time career opportunities. For students seeking part-time employment, an effort is made to locate work that is related to their major or occupational goal. Referrals for interviews are made on the basis of employer hiring requirements. Regularly scheduled workshops are offered on job interview techniques, job search skills and resume preparation. Go to www.bakersfieldcollege.edu/student/employment for more information.

■ **Learning Center (661) 395-4433**

The Jerry Ludeke Learning Center offers tutorial services; reading and writing classes; learning and study skills

courses; open-entry math courses; a basic skills computer lab and testing, evaluation, services and courses for students with disabilities. For students who wish to improve their memory, note-taking or test-taking skills, the Learning Center has short-term classes in these and other study skills subject areas.

■ **MESA Center (Math, Engineering & Science Achievement) (661) 395-4769**

MESA serves underrepresented students in the fields of mathematics, engineering, and the sciences who plan to transfer to a four-year institution to complete a BA degree. The MESA Community College Program (MCCP) requires attendance to at least nine MESA Orientation Workshops for one semester. MCCP offers students book vouchers, scholarships, stipends, free tutoring, field trips to four-year colleges and industries respective to students' field of study, industry internships and a quiet environment for studying.

■ **Student Activities, Clubs and Organizations (661) 395-4355**

The Student Government Association (SGA) has the major responsibilities for campus clubs, organizations and the student activities program.

■ **Transfer Services (661) 395-4617 or (661) 395-4421**

Transfer Services provides support services for students interested in transferring to a four-year college or university. Some of the services provided are advising sessions with university representatives, transfer workshops and Transfer Admissions Agreements (TAA's).

- **General Information (661) 395-4011**
- **Admissions and Records (661) 395-4301**
- **Counseling (661) 395-4421**
- **Financial Aid (661) 395-4427**
- **Delano campus (661) 725-8020**

I am a leader.

I'm passionate about working with animals.

I enjoy reading to young children.

I'm passionate about making things better for others.

BC Career Pathways



**Agriculture and
Natural Resources**



**Arts, Media and
Communication**



**Business Management
and Information
Technology**



**Engineering and
Industrial Technology**



Health Services



**Public and
Human Services**



Affirmative Action/Equal Opportunity Statement

In accordance with the requirements of the Civil Rights Act, Bakersfield College provides services and benefits to students regardless of race, color, national origin, ancestry, gender, age, religion, marital status, medical condition or disability. The lack of English language skills will not be a barrier to administration and participation in vocational education programs. Additional information for students is included in the Bakersfield College Catalog.

NEED A JOB?



Visit the Student Employment Lab
(FACE 11) or call:
(661)395-4982
(661)395-4402

To make an appointment with a
Job Development Specialist
to receive assistance on:



- Resume Writing & Review
- Customized Online Profile



- Mock Interviews
- Job Search Strategies



- Skill Identification
- Internships



- Work Based Learning
- Labor Market Trends
and much more!

QUESTIONS?

For more information visit the
Student Employment website:
Bakersfieldcollege.edu/student/employment



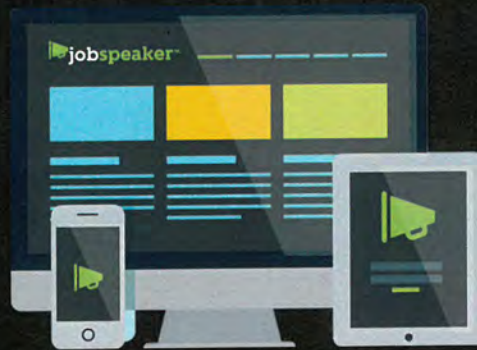
Bridging the gap between
education, employment and beyond

bakersfield.jobspeaker.com

Register for on/off campus jobs in

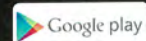
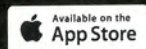
3 EASY STEPS

- 1 Register for Jobspeaker
- 2 Complete your profile and upload resume
- 3 Begin your job search




GO MOBILE!

You can also download the Jobspeaker app
for free in the App Store or Google Play



 @bakersfieldcollegecte

 @CTEatBC

 @bakersfieldcollegecte

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2019

Student Employment Handbook



BAKERSFIELD COLLEGE | Student Employment

REVISED 1.2.2019

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· Domestic violence protected leave and notification	



Connect via Social Media:

- Instagram: @bakersfieldcollegecte
- Facebook: @bakersfieldcollegecte
- Twitter: @CTEatBC

OUR MISSION

Bakersfield College provides opportunities for students from diverse economic, cultural, and educational backgrounds to attain Associate and Baccalaureate degrees and certificates, workplace skills, and preparation for transfer. Our rigorous and supportive learning environment fosters students' abilities to think critically, communicate effectively, and demonstrate competencies and skills in order to engage productively in their communities and the world.

STUDENT EMPLOYMENT ELIGIBILITY AND REQUIREMENTS

The Student Employment Office assists students in finding part-time work while attending college. Upon graduation assistance is available in locating full-time career opportunities. For those students seeking part-time employment, an effort is made to locate work that is related to one's major or occupational goal.

Workshops are offered on job interview techniques, job search skills, and resume preparation. Student employment services are available at no cost to the student or employer.

EMPLOYMENT FOR STUDENTS WITH DISABILITIES

Additional employment services may be available for students who:

- Have a disability
- Are currently enrolled with Disabled Student Programs and Services (DSP&S)
- Are clients of the California State Department of Rehabilitation

For more information, visit the WorkAbility III Office, CSS 10 or call (661) 395-4659.

Employment for students who receive TANF/AFDC (CalWORKs) are available, for more information call (661) 395-4047 or stop by Student Services 191.

ON-CAMPUS JOBS

All student employment positions for Bakersfield College (BC), BC SouthWest, Weill Institute and Delano Center are posted on Jobspeaker as "on-campus" jobs. To be considered for on-campus employment:

- Student must be currently enrolled in a minimum of six (6) units or part-time status at Bakersfield College to work on campus and (2) units for the Summer term.
- Register for Jobspeaker and create a profile.
- Attach a professional resume. You will not be able to apply without a complete resume.
- Complete the application in its entirety with 3 full references; including name, full address and phone number.
- If the department requires Federal Work Study, then students must be eligible through their Financial Aid Award.

ON-CAMPUS STUDENT EMPLOYMENT OPPORTUNITIES

The following departments/programs are authorized student worksites. For additional worksites, please refer to Student Employment Office (FACE 16).

- Accounting/Purchasing
- Admission & Records
- Agriculture
- Allied Health
- Archives
- Art Gallery
- Athletics
- Business Services
- CalWORKs
- Career & Technical Education
- Child Development Center
- Counseling
- Custodial
- Delano Center
- Delano Childcare
- Disabled Student Programs & Services (DSP&S)
- Extended Opportunity Programs and Services (EOP&S)
- Equity and Inclusion
- Financial Aid
- Food Service
- Graphics Center
- Information Systems
- Learning Center
- Library
- Mailroom
- Mathematics, Engineering, Science Achievement (MESA)
- Office of Student Life
- Office of the Vice President
- Outreach Services
- Physical Education
- Physical Science
- Public Safety
- Student Government Association (SGA)
- Tutoring Center
- Science Technology Engineering and Math (STEM)
- Student Employment
- Student Success Student Health & Wellness Center
- Supplemental Instruction (SI)

ON-CAMPUS SPECIAL REQUIREMENTS

On-campus positions range from Student Body President to Mobility Aid Drivers. These are ongoing positions and may not be posted on the currently available jobs. Students are encouraged to view Jobspeaker often for new postings or inquire with respective departments. Each position has specific qualifications and prerequisites such as: driver's license, certificate(s), election, class completion or physical requirements.

Requirements:

- The same requirements apply to all on-campus jobs (refer to page 2).
- Special Requirement positions have separate funding sources and could require a 12 month commitment.

Tutoring Center & SI Leaders (Supplemental Instruction) Requirements:

- Tutors or SI Leader must have a recommendation from an instructor.
- Will be required to enroll in ACDV course (Tutoring Center only).
- Complete department's orientation.

For more information contact the Tutoring Center at (661) 395-4430 or stop by the office in CSS 203.

Disabled Students Program & Services (DSP&S)

Positions: Scribes, Mobility Aids, High Tech Center Aids, Adaptive PE Assistant. Several of these positions require a valid driver's license, CPR and/or the ability to lift 30 lbs., speak, hear and see clearly. For more information contact Disabled Students Program and Services at (661) 395-4334.

Student Government Association Officers

Officers are voted into position by the students of Bakersfield College. For more information contact Student Government Association at (661) 395-4355 or stop by the Student Activities Office in Campus Center 4.

- President
- Vice-President
- VP of Activities
- VP of Communications
- VP of Finance
- VP of Legislation
- Chief Justice
- Trustee Liaison
- Senators



APPOINTMENTS

Appointments can be made to meet with a Job Development Specialist in the Student Employment Office FACE 16 or call (661) 395-4550 or the Student Employment Lab (661) 395-4982. You must register with Jobspeaker prior to your appointment. You may schedule an appointment with a job development specialist to receive the following services:

- ❖ Career Advising
- ❖ Career Workshops
- ❖ Job Coaching
- ❖ Job Leads/Labor Market Trends
- ❖ Mock Interviews
- ❖ Resume Writing

JOB SEARCH PROCESS

Register on Jobspeaker from the Student Employment Website to apply for ON & OFF CAMPUS JOBS in **3 easy steps!**

1. Create an account on Jobspeaker. Go to bakersfield.jobspeaker.com and click "Free Sign Up."



2. Select your program, complete your profile and upload your resume.
3. Begin job search *Placement is not guaranteed

GO MOBILE!



Jobspeaker has a free mobile app that can be downloaded from Google Play or the App Store. On and off campus jobs are available at your fingertips.



When selecting on-campus jobs be sure to review the following areas:

- Jobsite location: On-Campus, BC SouthWest, Delano Center, Bakersfield, Downtown Weil Institute, Arvin
- Required work days/hours
- Knowledge and skill requirements
- Additional required attachments

ON-CAMPUS EMPLOYMENT PAPERWORK AND DOCUMENTS

Once a student has accepted employment on campus, their next steps are to obtain an onboarding packet from the Office of Student Employment (FACE 16). The Student Employment Department will maintain electronic copies of student's files through the Jobspeaker system. Hard copies of the following documents will be held in the Human Resource Office (A19)

Employment eligibility verification must be obtained for each student worker.

Student Employment Packet Contains:

- Updated Student Employment Form (one per position being hired)
- W-4/I-9 Forms
- Oath of Office Form
- Employment Eligibility Verification/Right to Work documentation
- Confidentiality Agreement
- Employment Eligibility Verification form (I-9)

Students who are not citizens of the United States must submit one of the following in addition to the Onboarding Student Employment packet:

- Visitors International Stay Admission (VISA)
- Passport
- Alien Registration Card
- Resident Card
- Unexpired Employment Authorization Document

IMPORTANT INFORMATION

HOURS

Standard hours of operation for Bakersfield College are:

- Fall & Spring: (Monday – Thursday 7:30 a.m. – 5:30 p.m.) (Friday: 8:00 a.m. – 12:00 p.m.)
- Summer: (Monday – Thursday 7:00 a.m. – 5:30 p.m.) (Friday – Closed)
- **Note:** Several positions may need workers as late as 10:00 p.m. or Fridays 8:00 a.m. to 5:00 p.m., and possible weekends.

Authorized work hours for all student positions:

- 1-19 hours per week.
- Students who have more than one (1) On-Campus position have the responsibility to remain within the 19 hour maximum.
- Work during semester breaks require prior authorization and eligibility.

REST/LUNCH PERIODS:

- Students are entitled to a paid 15-minute rest break during each consecutive four (4) hours worked. Supervisors will determine the exact schedule for breaks
- According to law, an unpaid lunch period of 30 minutes must be allowed when working five (5) or more hours. The lunch period may be waived by mutual consent if no more than six (6) consecutive hours will complete student's work day.

HOURLY WAGES

- Student employees are paid minimum wage, which is currently \$12.00/hr.
- Overtime is not authorized for on-campus student employees nor will students be compensated for any extra hours.

PAYROLL PROCESS

Students post their time daily on Web Time Entry, a web-based time recording system which allows employees to submit timesheets electronically. The time is approved online and sent electronically to Payroll for processing. Reporting errors or late time submissions may be deferred to the next pay period for payment.

Web Time Entry will be established once the student is hired. Students initiate their account by logging into **Inside BC** and click Tools to find the My Web Time Entry link.

Students should be aware that:

- Time is posted daily.
- Hours cannot be prorated or posted in advance of being worked.
- It is the student's responsibility to submit Web Time Entry for approval on time and before the monthly deadline.

PAYCHECKS

- Will be mailed to the address the student has on file with the Admissions and Records Office.
- Official payday is the 15th of the following month.
- Direct Deposit is available by completing the following form:
http://procedures.kccd.edu/sites/default/files/file_uploads/Direct%20Deposit%20Form.pdf

Payroll Questions should be directed to **Diana Alcalá**, Human Resources Assistant (661) 395-4452

SICK LEAVE

Student employees are **NOT** eligible for employment benefits, such as:

- Paid holidays
- Life & medical insurance
- Unemployment insurance
- Vacation
- Permanent work status
- Retirement

Student employees who meet their 90 day probationary period will receive 1 hour of sick leave for every 30 hours worked. For students who leave their position or are terminated, these hours will not carry over or be paid out.

WORKER'S COMPENSATION

Workers' Compensation covers on the job injuries. Follow these steps when reporting an injury:

- Immediately report injury to supervisor
- Notify the Student Employment Office (661) 395-4550 or Safety Coordinator (661) 336-5135
- Notify Student Health Center (661) 395-4336
- Complete Incident Report Form with the Safety Officer

TERMINATION

Reasons for Termination of Employment:

- Resignation: Student should give a minimum two week notice
- Reasons for dismissal:
 - Unsatisfactory work performance
 - Misconduct
 - Ineligible for FWS
 - Drop below the six (6) unit requirement or part-time status; two (2) units for summer
 - Abuse of drug(s) and/or alcohol

HUMAN RESOURCES – EQUAL OPPORTUNITY EMPLOYER

Bakersfield College is an Equal Opportunity Employer and is committed to providing equal employment opportunities to all applicants, employees, and students regardless of ethnicity, race, color, sex, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, ancestry, political or organizational affiliation. Bakersfield College strongly condemns, opposes and prohibits unlawful discrimination and any form of sexual harassment against students or staff.

Bakersfield College is committed to an environment in which all employees and student employees are treated with respect and dignity. Every employee has the right to work and learn in a professional atmosphere free of drugs, sexual harassment and unlawful discriminatory practices.

Issues or concerns regarding unlawful discriminatory practices and/or working conditions must be addressed with the Student Employment Human Resources Officer, or College Designee, Kern Community College District, 2100 Chester Ave., Bakersfield, CA 93301, (661) 336-5157.

Any student employment related sexual harassment allegations should be reported to the Student Employment Human Resource Officer, whether reported by the individual who is the subject of the harassment, or by a witness. The Student Employment Human Resource Officer will investigate each report according to procedure 11A4A. Note: Any employee, student or staff, may be subject to disciplinary action for violating any employment laws, civil rights or Kern Community College District policy

DEPARTMENT OF PUBLIC SAFETY

The Department of Public Safety provides a variety of services, including a security escort service, personal safety tips, sexual assault prevention tips, survivor assistance and officer patrols. Do not hesitate to ask the Department of Public Safety any questions you may have about your personal safety. You will find that the staff members are interested and welcome the opportunity to assist with your concerns. Security is on campus 24/7 and can be reached at any time by calling **(661) 395-4554**.

SEE SOMETHING, SAY SOMETHING, DO SOMETHING!

Public Safety encourages each student to program the main phone number (661) 395-4554, into their cell phone and call for any situation regarding campus or personal safety.

HELPFUL TIPS FOR STUDENT TO ENSURE SUCCESSFUL EMPLOYMENT

"You Can Get through Life with Bad Manners, But It's Easier with Good Manners" - Lillian Gish

PUNCTUALITY

Student employees must be on time and must call their supervisor if unforeseen circumstances arise causing them to be late.

ABSENCE

Student employees are responsible for calling their supervisor, in case of absence. All attempts should be made to give as much advance notice as possible.

PROCESSES

Student employees should discuss office policies and procedures with their supervisor, and refrain from inviting friends into the office during work hours.

RESPECT

It is expected that all employees will be courteous and helpful to others.

CONFIDENTIALITY

Work-related information is confidential and should not be discussed with others. Any information (files, student and employee information) a student may come in contact with during employment is strictly confidential. Information should not be discussed outside work under any circumstances. Any violation of confidentiality will be subject to discipline up to and including termination of employment.

CELL PHONES

Student employees are expected to refrain from cell phone usage while working.

DRESS CODE

Student employees are expected to report to work in attire that is appropriate for the position. Student employees should check with their supervisors regarding specific departmental dress code expectations.

STUDENT EMPLOYEE RESPONSIBILITY

Students employed by Bakersfield College are responsible for understanding and adhering to all the guidelines in the Student Employee Handbook. If students feel they are being asked to do something in violation of the handbook, it is their responsibility to bring this to the attention of their supervisor. If the supervisor is not available or the student is uncomfortable approaching the supervisor, they will need to file a complaint with the Office of Student Life, which can be completed at this link:

<https://www.bakersfieldcollege.edu/studentconduct/complaint>

In no case should an employee act in violation of the guidelines in the Student Employee Handbook.

COMPUTER/INTERNET USAGE

Some student employment positions require the use of computers and the internet. Student employees should not use the workplace computers for personal reasons without permission from their supervisor.

COMMUNICATION

If you are given a task and you are unsure of what needs to be done, it is your responsibility to ask questions.

TASK COMPLETION

If you are assigned a project or specific responsibility, make sure you have communicated the status of that project to the appropriate person and have made arrangements for completion.

MISTAKES

Your student position is a great opportunity for personal growth. Don't be discouraged if you make a mistake. Learn from it!

KEEP INFORMED

It is important that you know what is going on around campus and can act as a resource person and an ambassador for your department.

HELP OTHERS

As a representative of one of the College's offices, many times you will be dealing with fellow students and visitors. When you see someone who looks like they may need assistance, offer your support.

CONTINUING EMPLOYMENT

Employment for the next academic year is not automatic. Students will be rehired based on their performance from the previous year. Students interested in continuing employment for the next year should ask their supervisor what procedures they should follow to apply for work.



STEPS FOR REGISTRATION


REGISTER IN JUST A FEW EASY STEPS.

To create an account

1. Go to bakersfield.jobspeaker.com
2. Click "Free Sign Up"
3. Complete information and enter your preferred email address then click on "Sign up with Jobspeaker", your BC ID will be required to sign up.



After you Log In

- If you are registering for the first time, you will be prompted to complete a new profile.
- If you want to update your settings go to "My Account" (found in settings  on the top right corner).
- Make sure to add your declared major in the curriculum section. Skills are automatically populated based on your major but can be edited.
- Additionally you can add skills you have acquired outside of Bakersfield College (past education/work experience/etc.).
- Jobspeaker will automatically match you to jobs based on your skills so make sure to list them!



Create Profile

By creating a profile, you are advertising your experience to all employers who post to the Jobspeaker site. Make sure to enter all sections of the profile including your contact information, education and work experience. **Always maintain professionalism.** You can create multiple profiles to match different positions and industries you might wish to apply for.

Resume

This profile can automatically generate a resume once your profile is complete; go to Profile tab and click on 'Print PDF' button, your Resume will be saved in the documents section of your dashboard. You can also scan in or take a picture of your professional resume and attach in the documents section.



Begin Job Search

When search the Job Board, you will see jobs matched to the skill sets you entered in account page. If you want to refine your search even more, you can click filter icon on the right and add search conditions, such as geographical location and title/description of the job.

On-Campus Application Process

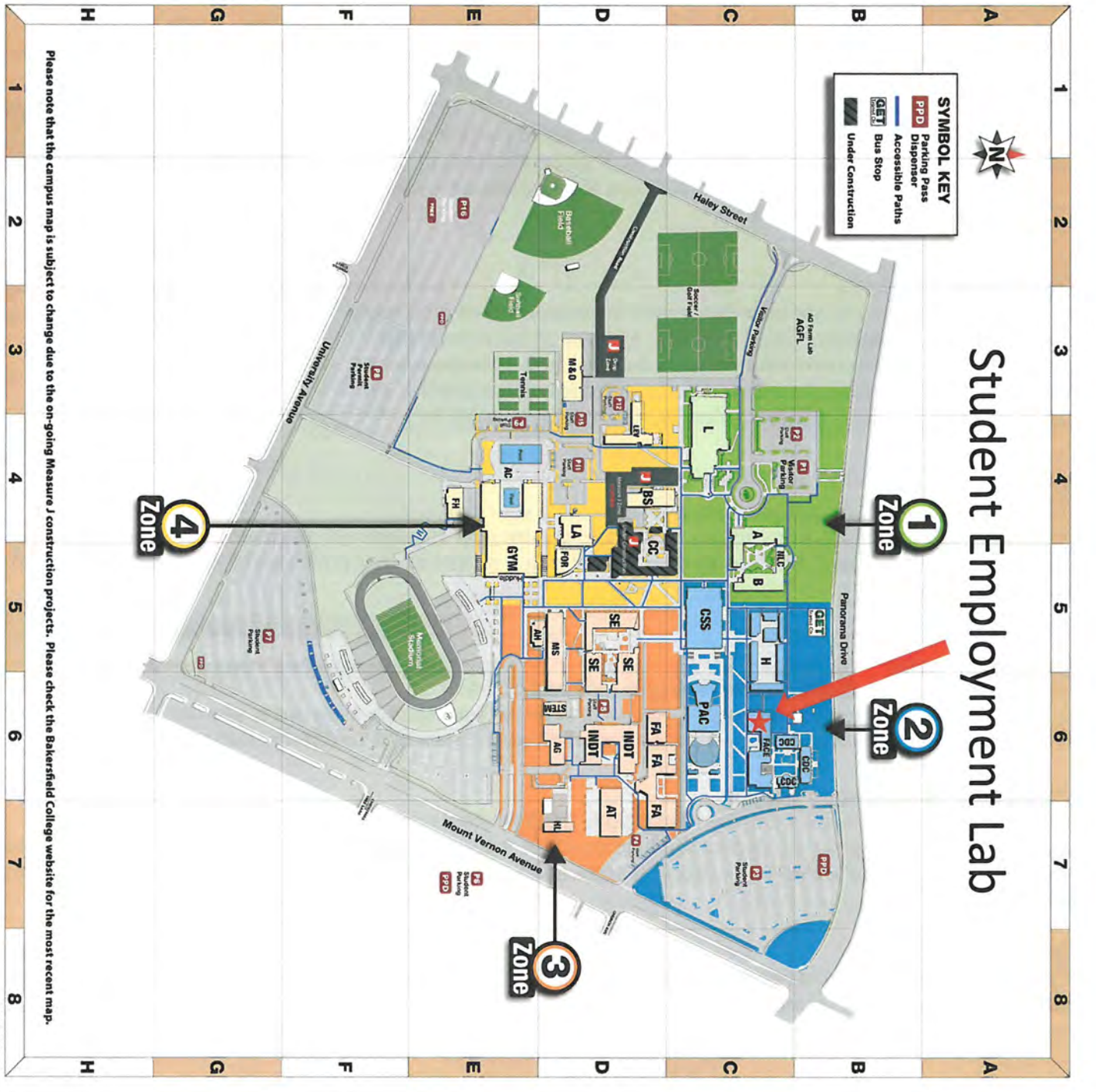
Requirements for on-campus employment include the following: minimum of enrollment in 6 units (FALL/SPRING), complete job application in jobspeaker that includes 3 full references (Full name, addresses, and phone numbers), Federal Work Study (if applicable), and the attachment of a complete resume (no areas left blank).

Download the App

If you have a smartphone, download Jobspeaker's FREE Mobile Job Search App! You can swipe and apply for jobs right from your phone.



Buildings and Locations	Bldg	Zone	Grid
Administration	A	1	C4
Aero STEM Success Center	STEM	3	D6
Agriculture	AG	3	D6
Allied Health	AH	3	D6E5
Aquatic Center (Swimming Pool)	AC	4	E4
Automotive Technology	AT	3	D6-7
Business Education	B	1	C5
Business Services	BS	4	D4
Cafeteria	CC	4	D5
Campus Center	CC	4	D5
Center for Student Success	CSS	2	C5
Child Development Center	CDC	2	B6C6
Collins Conference Center	CC	4	C4
Family and Consumer Education	FACE	2	C6
Field House	FH	4	E4
Fine Arts	FA	3	D6-7
Finlinton Conference Center	FCC	3	D5
Fire/Slide Room	FCC	4	D5
Forum	FOR	4	D5
GET Bus Transit Center	GET	4	B5
Gymnasium/Huddle	GYM	4	E5
Horticulture Lab/Greenhouses	HL	3	D7
Humanities	H	2	C5-6
Industrial Automation	INDT	3	D6
Norman Levan Center	NLC	1	C5
Language Arts/Shaker Hall	LA	4	D4
Lennon Hall	L	4	D3-4
Grace Van Dyke Bird Library	M&O	4	C3-4
Maintenance & Operations	M	4	D3
Main / Science	MS	3	D5-6
Performing Arts Center	PAC	2	C5
Back Box	FACE	3	C6
Outdoor Theatre	SE	3	D5-6
Renaissance Room	SE	3	D5-6
Science / Engineering	SE	3	D5-6
Departments and Services	Bldg	Zone	Grid
Academic Support	CSS	2	C5
Extended Studies			
Main Lab			
Student Success Lab			
Supplemental Instruction			
Tutoring			
Writing Center			
Adaptive Fitness Center	GYM	4	E4
Admissions & Records	A	1	C4
Athletics Offices	GYM	4	E4
Bookstore	BS	4	D4
Business Services	BS	4	D4
Cafeteria	CC	4	D5
Computer Security	LEV	4	D4
Computer Commons	L	1	C4
Counseling	CSS	2	C5
Deaf Services	FA	3	D5
DSP&S	CSS	2	C5
Accommodations			
Alternative Media			
EP&S/CAR/CEN/WORK&C&SOAP	CSS	2	C5
Financial Aid	CSS	2	C5
Foundation	LEV	4	D4
Human Resources	A	1	C4
Information Technology	L	1	C4
Jones Art Gallery	L	1	C4
Main Hub	MS	3	D5
Print Shop	MO	4	D3
Public Safety	LEV	4	D4
Speech / Arts / Music	FA	3	D6-7
Student Employment	FACE	2	C6
Student Government Association	CC	4	C4-5
Student Health & Wellness Center	CC	4	C5
Student Life	CC	4	C5
Testing Accommodations	FCC	3	D5
Testing Accommodations	CSS	2	C5
Ticket Office	BS	4	D4
Veterans Resource Center	CC	4	D5
Welcome Center	CC	4	D5
William M. Thomas Planetarium	MS	3	D5



REQUEST FOR STUDENT WORKER and/or FEDERAL WORK STUDY ALLOCATION

Complete form for each student worker *position* and forward to the Office of Financial Aid.

Request form must be signed off by the administrator over the requesting department.

Note: Form is required for all departments that employ student workers, regardless of funding source.

Requestor:	Student Worksite:
Phone ext:	Email:
Desired Start Date:	Number of hours per week of coverage needed:
Timecard Approver #1 (Reviewer):	Evening or weekend hours required: <input type="checkbox"/> Yes <input type="checkbox"/> No
Timecard Approver #2:	Request for Federal Work Study funds? <input type="checkbox"/> Yes <input type="checkbox"/> No
Timecard Home ORG:	Categorical/FOAPAL:
	Administrator's Signature:

Student position title:

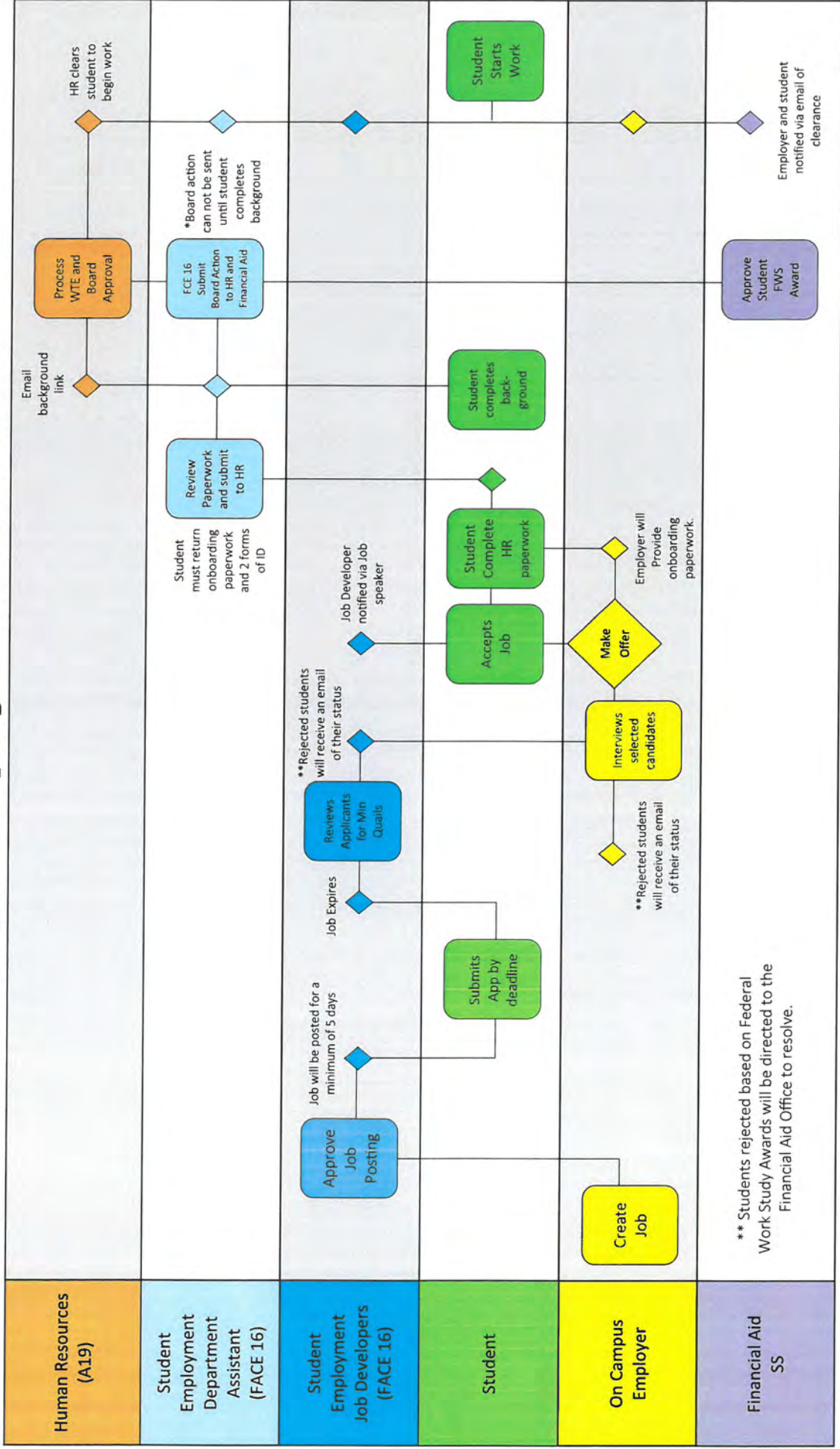
Justification for position:

List preferred skills and/or desirable qualifications:

List detailed job description:

FINANCIAL AID OFFICE USE ONLY	STUDENT EMPLOYMENT OFFICE USE ONLY
Approved: Yes No	Approved: Yes No
Federal Work Study Allocation: _____	Signature: _____ Date: _____
Signature: _____ Date: _____	Signature: _____ Date: _____

On-Campus Employment Flow Chart



Updated 7.1.2018

Special Notes:

- On-Campus Department Supervisors will be responsible for following up with student candidates to ensure paperwork and background have been completed.
- Incomplete paperwork will NOT be accepted by The Student Employment Office.
- Positions that require instructor recommendations, i.e. SI Leaders and Tutors will work collaboratively with their assigned Job Development Specialist, providing an identified list of candidates ahead of the job posting. For these candidates the interview process can be bypassed only if they are on the provided list.

2018/19

Student Employment

On-Campus Supervisor Handbook



 jobspeaker™

BAKERSFIELD COLLEGE | Student
Employment

REVISED 8.14.2018

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Connect via Social Media:

- Instagram: @bakersfieldcollegete
- Facebook: @bakersfieldcollegete
- Twitter: @CTEatBC

The Mission of Bakersfield College

Bakersfield College provides opportunities for students from diverse economic, cultural, and educational backgrounds to attain Associate and Baccalaureate degrees and certificates, workplace skills, and preparation for transfer. Our rigorous and supportive learning environment fosters students' abilities to think critically, communicate effectively, and demonstrate competencies and skills in order to engage productively in their communities and the world.

WELCOME TO STUDENT EMPLOYMENT

On-Campus employment is an opportunity for you to provide our students growth and development within a real-career setting. This gives students the opportunity to learn responsibility, initiative and gain the experience needed to put forth on a resume.

HOW DO I BECOME AN ON-CAMPUS EMPLOYER?

- STEP 1** Any new request for Student Employees must be requested through the Student Employment Office (FACE 16). You will need to complete the New Student Employee Request found on the On-Campus Employers website. *Note* – this one has to be completed once each fiscal year
*If you are requesting Federal Work Study Funding there may be an additional delay in the approval process.
- STEP 2** Request a User ID for the Jobspeaker Dashboard. This assigns you to the appropriate dashboard and allows you to post specifically to Bakersfield College students.
- STEP 3** Log on to Jobspeaker and post your job. Once your job has been approved it will be reviewed in Jobspeaker and posted for students to see.
- Jobs are required to be posted for a minimum of 5 days.
 - Jobs CANNOT contain any classified or faculty specific duties.

WHO CAN REQUEST A STUDENT EMPLOYEE?

New Student Employee Request must be completed by the administrator in your department. Classified staff and faculty cannot request Employees; however, they are able to supervise the student once they have been approved through the process.

POSTING JOBS

ONCE I ENTER MY JOB HOW LONG WILL IT TAKE TO BE POSTED TO THE JOB BOARD FOR STUDENTS TO VIEW?

Once you enter a new job into Jobspeaker, your posting is pending approval before it is visible on the job board. Jobs are reviewed daily and will be approved within 24 hours of the entry. PRIOR to approval, a *New Student Employee Request* form must be submitted to FACE 16. Jobs will not be approved until the form is received and approved. Each posting will be reviewed for duties that fall within a classified or faculty position, if this is the case, your job will be rejected and require modification before it can be posted. Note that the 5 day minimum will start the day your job is approved and posted to the job board.

Please note that it is at the discretion of the Job Developer to make changes to your posting in order to appropriately communicate the needs of the position to students.

HOW LONG DOES THE ON-CAMPUS POSITION HAVE TO BE POSTED?

On-Campus positions must be posted to Jobspeaker for a minimum of 5 business days after approval. If you chose to extend your position your posting will be subject to additional approval. Job Postings may be subjected to change if the end date is a weekend or holiday.

WHEN WILL I RECEIVE MY ELIGIBLE CANDIDATE POOL?

After the job posting expiration date has been reached, the assigned Job Development Specialist will review all candidates for minimum qualifications. Please allow **3 business days** for your applications to be reviewed. *If your applicant pool exceeds 50+ candidates, additional time will be needed; this extension will be communicated to you by the Job Development Specialist upon first review after the expiration date.

MY POSITION IS ONGOING; CAN'T I LEAVE IT POSTED TO THE JOB BOARD?

Positions that see a high turnover should be posted in advance of the expected opening. All jobs require an expiration date so that students are aware of application deadlines. If you post a position for an extended period of time you will not receive your pool of eligible candidates until up to 3 days* after the expiration date. Job postings can be immediately re-opened but the on campus employer is required to review all applicants deemed eligible.

All jobs when completed should be archived when the employer is done. Positions that have been closed and need to be re-posted should be done so by clicking the "Re-Post" link, not the re-open. All job postings are subject to review each time it has to be reactivated.

Jobs posted for an extended period of time will be reviewed by the job development specialist and will be closed if necessary. The Job Development Specialist will work closely with the departments to determine the best closing date.

STUDENT MINIMUM QUALIFICATIONS

WHAT ARE THE MINIMUM QUALIFICATIONS FOR STUDENT EMPLOYEES TO BECOME ELIGIBLE FOR INTERVIEW?

Students who apply before the expiration date will be reviewed by the job developer for:

- Are they enrolled in 6 units (cannot be waitlisted) (6 units for Fall & Spring, 2 units for Summer)
- Have they uploaded a complete resume
- Did they complete the application in its entirety (including 3 references with full address and phone)
- Does the position require a particular course completed
- Do they have Federal Work Study (if the position requires it) and are they in good standing

WHAT IF A STUDENT DOES NOT APPLY FOR THE POSITION AND THE JOB POSTING HAS EXPIRED?

In order to be equitable and abide by the Equal Employment Opportunity Act, any student who does not submit their online application before the posted expiration date is **NOT ELIGIBLE** for the position.

Employers must move forward with the provided pool of candidates. If the original posting results in a failed search, employers can re-post their position for the minimum of 5 business days.

Students who applied by the deadline but did not meet the minimum qualifications may have the opportunity to become eligible within 24 hours of being notified of their rejection reason. They must notify the assigned Job Development Specialist of the corrected errors before the 24 hour deadline in order to be placed back into the eligible applicant pool. Students who did not apply are not eligible, this extension is **ONLY** for students who applied and will be offered to **ALL** rejected students. Students who do not correct the situation will not be eligible and remain in the rejected status.

MINORS

At this time HR is unable to process employees under the age of 18. The reason being is that a background check is required to work on campus and any persons under the age of 18 are unable to complete one. Should your students have any questions regarding the policy, please have them contact Human Resources.

INTERVIEWING

AM I REQUIRED TO INTERVIEW ALL APPLICANTS IN MY POOL?

No. On-Campus employers will be provided the students:

- Online Application
- Resume
- Federal Work Study Allocation (if applicable)
- Availability of work hours
- Jobspeaker profile

All of these items can be reviewed prior to scheduling an interview. You are welcome to screen the applicants and reject those that may require improvement. We encourage you to make those notes for the student (upon completion the rejection notice) so that they are aware of what can be improving for their next opportunity.

For example: "Thank you for your application, at this time you were not moved forward to the interview process. To improve your chances next time please meet with a Job Development Specialist to review your resume."

****Remember this is a learning experience for the student. If we, as the educational institution, do not take the time to teach our students to make improvements their success rate for employment off campus may be affected.**

MAKING AN OFFER

I HAVE MADE AN OFFER NOW WHAT?

After you have extended an offer and the Student Employee has accepted:

STEP 1 All applicants must be updated to either "offer pending" or "rejected" in Jobspeaker.

STEP 2 The On-Campus Employer Supervisor is now required to have the student complete the HR onboarding paperwork packet and submit completed paperwork, with a copy of 2 forms of ID to the Office of Student Employment (FACE 16). **INCOMPLETE PAPERWORK WILL NOT BE ACCEPTED OR MOVED FORWARD.**

On-Campus employers that are hiring more than 10+ students at one time have the opportunity to request a group onboarding workshop by their assigned Job Developer. The workshop must be coordinated by the on-campus employer. The Job Developers only responsibility will to bring the required on-boarding paperwork and collect 2 forms of ID. The Job Developer will then submit the paperwork on behalf of the student for completion.

HOW CAN I CHECK THE STUDENT'S STATUS?

Employers who want to check the "status" of a student by contacting the Student Employment Office.

Once given the status it is the department's responsibility to contact the student to follow up and complete the missing items.

Stephanie Baltazar, Student Employment Program Manager · 661-395-4091 ·

Stephanie.Baltazar@bakersfieldcollege.edu

Rachael Prieto, Student Employment Department Assistant · 661-395-4550 ·

Rachael.Prieto@bakersfieldcollege.edu

STUDENT HOURS AND TRACKING

MY STUDENT IS NOT SHOWING UP ON MY WEB TIME ENTRY?

Student Employees, who have been approved and cleared to work, should appear in your Web Time Entry cue. Any issues related to Web Time Entry or Payroll should be directed to Human Resources.

Diana Alcala, Human Resources Assistant · 661-395-4067 · dialcala@kccd.edu

MAXIMUM HOURS

Authorized work hours for all student positions:

- 1-19 hours per week.
- Students who have more than one (1) On-Campus position have the responsibility to remain within the 19 hour maximum and communicate that to their employers'.
- Students may split their 19 hours per week between departments. It is the responsibility of the student and supervisor to communicate about their scheduled times. If that student is receiving Federal Work Study from both departments, follow up with Financial Aid may be necessary to track their remaining hours.
- Work during semester breaks require prior authorization and eligibility.

REST/LUNCH PERIODS

- Students are entitled to a paid 15-minute rest break during each consecutive four (4) hours worked. Supervisors will determine the exact schedule for breaks
- According to law, an unpaid lunch period of 30 minutes must be allowed when working five (5) or more hours. The lunch period may be waived by mutual consent if no more than six (6) consecutive hours will complete student's work day.

HOURLY WAGES

- Student Employees will be paid an hourly wage rate of **\$11.00 (through 12/31/2018)** and cannot work past 19 hours per week.
- Overtime is not authorized for on-campus student employees nor will students be compensated for any extra hours.

SICK LEAVE

- Student Employees are eligible for sick leave (max 3 days per year) and will accumulate at a rate of 1 hour for every 30 hours worked. Students are not eligible to use their accrued time until 90 days after their hire date. Students claiming their sick time should NOT enter their time in Web Time Entry but complete the appropriate absence form and submit to their supervisors.

FEDERAL WORK STUDY

Departments that are given a Federal Work Study allocation from the Office of Financial must closely monitor their allocation. In the event of an overage, the department will be required to immediately submit a FOAPAL Change Form/PHAREDS to correct the overage. All student employees in the department that are paid through Federal Work Study must stop working immediately and cannot return to work until a FOAPAL Change Form is processed and the student's Web Time Entry timecard is reflecting the department's FOAPAL. If the department does not have a budget to pay student employees, then the students will not be allowed to return to work and should be referred to Jobspeaker to apply for a position in another department.

Questions regarding FWS should be directed to:

Heather Skibinski, Financial Aid Technician · 661-395-4020 · hskibins@bakersfieldcollege.edu

EMPLOYER RESPONSIBILITY

RECERTIFICATION PROCESS

The recertification process will be required at the end of each spring and fall semester. This process is to move Student Employees from one semester to another and require the student's name, @ number, and the FOAPAL.

Dates for Recertification are as follows:

April 1 – May 15	Currently employed students moving from SPRING to SUMMER**
November 1 – December 15	Currently employed students moving from FALL to SPRING

Students hired after May 15th or December 15th will be required to be included on your recertification list even if this means submitting an updated list after the deadline. All jobs are terminated at the end of the fiscal year. Clearances received from HR for late start students are only good through the end of that semester. Recertification lists not received by the deadline jeopardize student payment. **Please submit all paperwork by the deadline.**

**Students that DO NOT work through the summer will NOT be carried over to FALL. They will be required to reapply for the new fiscal year should you choose to re-open the position.

If your student reapplies and is hired for the position they will need to visit FACE 16 to complete a new hiring packet. Forms are often updated and new paperwork will be required. Students are NOT approved to work until clearance is received from HR.

Please feel free to call the Student Employment office at any time with questions or concerns 661-395-4550.

TERMINATIONS

Students who no longer work in your department, regardless of reason for departure will need to have a termination form completed and submitted to the Student Employment Office. Until the termination form is processed that student will continue to show on your Web Time Entry.

NEEDS IMPROVEMENT FORM

Students Employees who display poor performance should be provided an improvement plan by their assigned supervisor. Documenting their deficiencies should be recorded on the Needs Improvement Form and submitted to the Student Employment Office (FACE 16) for review. Supervisors can request that a Job Development Specialist follow up with the student for further feedback. All efforts should be made to remediate the students before termination.

EVALUATIONS

As part of the Human Resource process Student Employee Evaluations are required to be performed on each student at the end of the spring and fall semesters. All efforts should be made to meet with the students in person and review progress, areas of strength and deficiencies.

Evaluations should be routed to the Student Employment Office (FACE 16) and submitted by the following deadlines:

June 1st	Spring Evaluations Due
December 1st	Fall Evaluations Due

GUIDE TO BUILDING SUCCESSFUL STUDENT EMPLOYEES

PUNCTUALITY & BEING ABSENT

As the supervisor it is important to reiterate to your student employees that being on time is important. Remind them if they are unable to make it to work they should notify you ahead of time that they will be late or absent.

PROCESSES

Supervisors should discuss office policies, procedures and expectations with their student employees. This is an opportunity for supervisors to develop a streamlined process of student work responsibilities.

WORK ASSIGNMENTS

The first priority of the student employee is to gain experience in a positive learning environment. This includes developing work ethic, time management and organizational skills. Keep your employees engaged, if there is nothing to be completed, let the student be innovative and come up with projects to improve the office functionality. Make the student feel comfortable so that they are can ask questions or have you provide clarity to the project or task they are working on.

RESPECT & CONFIDENTIALITY

It is expected that all employees will be courteous and helpful to others. Any information (files, student and employee information) a student may come in contact with during employment is strictly confidential. Please reiterate to your student that information should not be discussed outside work under any circumstances. Any violation of confidentiality will be subject to discipline up to and including termination of employment. During the on-boarding process the student employee signed and agreed to maintain confidentiality.

DRESS CODE

Student employees are expected to report to work in attire that is appropriate for the position. This should not be confused with casual recreation attire. Please share your expectations regarding appropriate work attire with your student employees.

CELL PHONES & COMPUTER/INTERNET USAGE

Some student employment positions require the use of computers and the internet. Student employees should not use the workplace computers for personal reasons. Student employees are expected to refrain from cell phone usage while working.

KEEP INFORMED

It is important that your student employees to know what is going on around campus so they can act as a resource person/ambassador for your department. Involve them in meetings so they can be well informed.

TRAINING AND FEEDBACK

Thorough training helps prevent misunderstandings and provides supervisors an opportunity to inform student employees of the job objectives and expectations. When supervisors give frequent feedback on job performance, student employees know how they are doing and have an opportunity to ask questions and to respond to supervisor's comments. This type of communication makes the job more rewarding for the student employee and gives them a chance to learn and improve. An affirmation of job well done or giving corrective feedback is necessary from supervisors so that student employees are motivated to continue working hard or so they have a chance to improve when needed.

STUDENT EMPLOYER RESPONSIBILITY

Bakersfield College is dedicated to making student employment a positive learning experience. In the course of this, as in any workplace, confusion sometimes arises and we provide avenues for clarification. Students employed by Bakersfield College are responsible for understanding and adhering to all the guidelines in the Student Employee Handbook. If students feel they are being asked to do something in violation of the handbook, it is their responsibility to bring this to the attention of their supervisor and the Office of Student Employment (FACE 16) for guidance. In no case should an employee act in violation of the guidelines in the Student Employee Handbook.

RECAP

- Job postings must be posted for a minimum of 5 business days.
- Students who do not apply will not be eligible for the position.
- Students who do not meet the minimum qualifications will be rejected.
- Students who do not have Federal Work Study posted in banner during the time applicants are reviewed by the Job Developer will be rejected.
- Job Developers will provide On-Campus Employers applicant pools within 3 business days* of the expiration date, pending the size of the application pool.

EMPLOYERS ROLE & RESPONSIBILITY

On-Campus employer's responsibility to the Student Employees:

- Take the time to review the expectations, policies and procedures in your office.
- Provide them feedback for improvement.
- Complete Web Time Entry Approval.
- Submit semester evaluations to the Office of Student Employment.
- On-Campus Employer is responsible for follow through of the student they are trying to hire.

STUDENT RESPONSIBILITY

Student Employees responsibility to the worksite:

- Show up on time and stay for entire shift.
- Notify employer, of absence ahead of scheduled time off or if a second position is obtained.
- Complete tasks assigned in safe manner as directed by assigned supervisor.
- Take the initiative to complete projects and ask for more.
- Complete Web Time Entry by the indicated monthly deadlines.

