



# Rancho Los Amigos National Rehabilitation Center

## ADMINISTRATIVE POLICY AND PROCEDURE

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**SUBJECT: MONITORING STATUS OF STUDENT WORKERS**

**Policy No.: A259**  
**Supersedes: February 15, 2004**  
**Revision Date: March 8, 2010**  
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### **PURPOSE:**

To establish guidelines for monitoring of current enrollment in accredited schools/colleges for Student Workers and Student Professional Workers.

### **POLICY:**

#### **Student Worker**

Employees hired into the position of Student Worker must be currently enrolled in an accredited college, community college, or business college, or as a junior or senior in high school.

#### **Student Professional Worker**

Employees hired into the position of Student Professional Worker must be currently enrolled in an accredited college and must have successfully completed the sophomore year.

#### **Student Worker, Nursing**

Employees hired into the position of Student Worker, Nursing must be currently enrolled in an accredited registered nursing program and enrollment within the first year of clinical nursing courses.

#### **Senior Student Worker, Nursing**

Employees hired into the position of Senior Student Worker, Nursing must be currently enrolled in an accredited registered nursing program and successful completion of at least one-year or four quarters of clinical nursing courses.

### **PROCEDURE:**

- C Proof of current registration, i.e., current class schedule, and current student identification must be submitted at the time of filing for the exam and upon appointment for the above classifications. Supervisors shall obtain proof of current registration and identification in September and March of each year for as long as the student is employed in this classification. The supervisor shall submit the proof of registration and identification to Human Resources for filing in the employee's Official Personnel Folder.

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EFFECTIVE DATE: December 2002

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY:

Signature(s) on File.

- C Employee is responsible for providing proof of current enrollment throughout the school program as requested. Should the employee's student status change, the employee will inform his/her supervisor of changes.
  
- C If the employee is not currently enrolled in an accredited school/college or has completed an educational curriculum, the employee has the option of applying for a permanent position with the County of Los Angeles or shall be released from County service.

**REFERENCE:** Student Worker Classification Specification  
Student Professional Worker Classification Specification  
Student Worker, Nursing Classification Specification  
DHS policy No, 792, Monitoring Status of Student Workers

Revised:  
EP:ms December 2002  
HM:vz February 15, 2004  
KW:LC:jm March 8, 2010