



Health Services
LOS ANGELES COUNTY

POLICIES AND PROCEDURES

SUBJECT: STUDENT WORKER AND STUDENT PROFESSIONAL WORKER PROGRAM

POLICY NO: 762

PURPOSE:

The primary purpose of this program is to provide meaningful work experience to serious students, to develop a strong work ethic and an understanding of business practices to help them prepare for full-time professional work and to assist them in obtaining a degree or certification. In addition, it is expected that serious students develop and maintain a deliberate plan to achieve measurable academic progress in the pursuit of a degree in a declared field.

SCOPE:

This policy is established for students participating in the following programs: Student Worker (SW), Item No. 8242; Student Professional Worker (SPW) I, Item No. 8243; and Student Professional Worker (SPW) II, Item No. 8258. SW and SPW classifications are temporary, part-time positions, compensated on an hourly as-needed basis.

POLICY:

Upon completion of their education, managers/supervisors shall assist and encourage student workers and student professional workers to apply for positions with the County of Los Angeles and become permanent County employees. SW and SPW employment shall not exceed six (6) continuous years unless expressly approved in writing by the Department of Human Resources (DHR).

GUIDELINES:

1. Students seeking employment under this program must meet and maintain the eligibility criteria that are defined in the minimum requirements of the class specification(s) and provide appropriate verification from an accredited academic institution to meet program objectives. For example, the minimum requirements for the Student Worker classification, Item No. 8242, are:
 - a. At least 16 years of age, and

APPROVED BY:
REVIEW
DATES:

EFFECTIVE DATE: June 1, 2011

SUPERSEDES: November 15, 2001

DEPARTMENT OF HEALTH SERVICES COUNTY OF LOS ANGELES

SUBJECT: STUDENT WORKER AND STUDENT PROFESSIONAL WORKER
PROGRAM

POLICY NO.: 762

- b. Currently enrolled in an accredited college, community college, or business college; have academic standing equivalent to at least a freshman in college; or currently enrolled as a junior or senior in high school.
2. SWs under the age of 18 must have a valid work permit on file prior to their first day of work.
3. Work hours shall be determined by the manager/supervisor and the student. During instructional periods SWs and SPWs are scheduled to work part-time (30 hours or less) to ensure they have sufficient time to focus on their educational pursuits. To exceed 30 hours per week will require approval from the Department of Human Resources.
4. SWs and SPWs must maintain an overall grade point average of C or better.
5. SWs and SPWs are required to submit enrollment verification at the beginning of each school session (semester, quarter, etc.) and official transcripts at the end of each school session.
6. Work assignments must be consistent with the duties and responsibilities outlined in the classification specifications for SWs and SPWs these positions shall not be utilized to perform the duties and responsibilities of a permanent County classification or item.
7. The continued employment of a SW or SPW is contingent upon the needs of the department and of the SW or SPW meeting and maintaining the minimum requirements of their respective classification. SWs and SPWs who fail to meet minimum requirements are subject to immediate release from temporary employment.
8. SWs and SPWs may be allowed to attend, with pay, new employee orientation, seminars, workshops, or training programs designed or coordinated by their department or the Department of Human Resources.
9. Employment in any SW or SPW classification or combination thereof shall not exceed a total of six (6) years without the approval of the Department of Human Resources. For example, departments may request DHR to make an exception to the six-year provision based on extraordinary circumstances, such as a student who started in high school and is now working on their graduate degree.

EFFECTIVE

DATE: June 1, 2011

SUPERSEDES: November 15, 2001

PAGE 2 OF 4

DEPARTMENT OF HEALTH SERVICES COUNTY OF LOS ANGELES

SUBJECT: STUDENT WORKER AND STUDENT PROFESSIONAL WORKER
PROGRAM

POLICY NO.: 762

10. SWs and SPWs are required to acknowledge they have received, read and will comply with this policy on the date of hire and may be required to acknowledge receipt during the performance evaluation process.

PROCEDURES:

Manager/Supervisor Responsibilities

1. Determine whether or not Student Workers continue to meet the minimum requirements of their classifications by requiring official school verification of current enrollment at the beginning of each school quarter or semester.
2. Require the SW or SPW provide an official school transcript (with school seal and Registrar's receipts) as verification that the students have completed their classes in the prior or most recent school term and have maintained the required C average.
3. Verification of current enrollment and completion of classes must be submitted to DHS Human Resources upon request. Students may take one quarter or semester off from academic instruction per year. The academic year includes the Fall, Winter, Spring, and Summer instructional periods.
4. Monitor work hours and schedule of SW or SPW to avoid overtime. Overtime must not be worked by SW or SPW. Work hours and schedule may be flexible dependent upon the needs of the department and the student.
5. Respond to DHS HR and/or DHR requests to complete reports and obtain necessary documentation in a timely manner.

DHR will routinely monitor compliance with these guidelines and report noncompliance to the Chief Executive Officer and the Board.

AUTHORITY:

California Education Code Sections 49110-49119

CROSS REFERENCES:

DHR Policies, Procedures, and Guidelines No. 516, Student Worker and Student Professional Worker Program

EFFECTIVE

DATE: June 1, 2011

SUPERSEDES: November 15, 2001

PAGE 3 OF 4

**DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES**

SUBJECT: STUDENT WORKER AND STUDENT PROFESSIONAL WORKER
PROGRAM

POLICY NO.: 762

Class Specifications:

Student Worker, Item No. 8242

Student Professional Worker I, Item No. 8243

Student Professional Worker II, Item No. 8258

EFFECTIVE

DATE: June 1, 2011

SUPERSEDES: November 15, 2001

PAGE 4 OF 4