

COLLEGE OF THE SEQUOIAS

STUDENT EMPLOYMENT
HANDBOOK

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Student Employment Handbook files located in SCCD Student Employment or Work Study Office, Sequoia Building Room 105.

INTRODUCTION

The purpose of the Student Employment Handbook is to provide information on the employment programs and positions available to students at Sequoias Community College District (SCCD). The Student Employment Handbook reflects the standard guidelines that students must follow if employed on-campus or off-campus. SCCD utilizes various funding sources to employ students. These funds include District/General Funds, Federal Work Study and CalWORKs Work Study. While there are common guidelines that apply to all student workers at SCCD, there are also specific elements pertaining to each program which must be followed. Students and supervisors should reference the following applicable Appendix that coincides with the student worker's employment program.

Appendix A - District/General Fund Student Employment

Appendix B - Federal Work Study Program

Appendix C - CalWORKs Work Study Program

The SCCD Student Employment/Work Study Office is located in the Sequoia Building, Room 105, on the Visalia Campus. Suggestions or questions about the contents of the handbook are welcomed and should be directed to the Director of Financial Aid.

EQUAL OPPORTUNITY EMPLOYER

An equal opportunity employer is one that gives all applicants equal consideration and makes no distinctions as to color, creed, disability, national origin, race, genetic information, sex, or sexual orientation. It is the policy of the Sequoias Community College District to uphold the spirit and letter of the Equal Opportunity laws by dealing only with equal opportunity employers.

ELIGIBILITY FOR EMPLOYMENT

In order for a student to be eligible for student employment, s/he must be enrolled in at least six (6) units at the Sequoias Community College District during the term in which s/he will be employed. S/he must also be enrolled for the purpose of pursuing a degree or certificate. Any student dropping below half-time [six (6) units] status will be terminated from her/his employment immediately. Students must also be U.S. Citizens or eligible non-citizens. Students must also meet Satisfactory Academic Progress (S.A.P.) standards established by the District's Financial Aid Office. Students with felonious backgrounds will not be eligible for hire without prior authorization. Students who have been previously terminated may not be rehired by another division/office at the District. Sequoias Community College District will only utilize a student's Social Security number for identification and employment purposes. The student seeking eligibility for Federal Work Study or CalWORKs Work Study must follow eligibility requirements established by the Financial Aid Office and/or CalWORKs Office.

COS.JOBSPEAKER.COM

Sequoias Community College District maintains a free job posting service for on campus departments and private employers throughout the community. Students may visit the job website by logging into: cos.jobspeaker.com.

New jobs are posted by local employers seeking students to fill their full-time and part-time, permanent and temporary positions. If you have questions regarding cos.jobspeaker.com, contact the Transfer & Career Center, Sequoia, Room 9 at 559.737.6110.

CONDUCT

Sequoias Community College District requires that those persons associated with the school conduct themselves ethically, in accordance with what are generally accepted as “standard business practices”. In accepting a position, a student assumes work responsibility for which s/he will be held accountable. A review of general work performance standards is listed below. Supervisors may have additional specific requirements for their student workers.

A student’s presence is valued in the office. Student workers play an integral role in the services offered at SCCD. It is a pleasure working with students. Everyone should work together to give the best possible services to students and to the general public. Student workers should:

1. Be courteous with persons being served, especially in the welcoming of new students. Treatment of the public is important, and it matters to every individual served.
2. Use proper manners; respect others at all times. Always use “please” and “thank you”.
3. Be wary of the topics of conversation held in the office with other co-workers. Be mindful of confidentiality and subject matter.
4. Always maintain a calm, professional demeanor.
5. Acknowledge someone’s arrival and always greet the person immediately. If a student worker is working on a project or talking with another person, that student should stop what they are doing and offer assistance.
6. Let the next person know you will help her/him next by saying, “I’ll be with you in just a moment.” A nod or friendly eye contact with the person is required.
7. Ask enough questions to determine what services are needed.
8. Ask a staff member if the answer to a question is not known. It is better to ask than to guess and give out the wrong information or send a person away without at least trying to help.
9. Immediately excuse yourself and notify one of the staff should someone become rude or verbally abusive. Let a staff member take over.
10. Never use profanity around other students and staff.

DRESS CODE / PERSONAL APPEARANCE

Students should be professionally dressed. Personal appearance, cleanliness and modesty are very important in any business or working environment. Clothing should be clean, safe, and provide for a professional atmosphere. It should be suitable to the work that is performed and the environment in which the work is performed. Individual supervisors will determine appropriate attire.

1. Restrictions— no short shorts, no mini-skirts, no spaghetti straps, no sleeveless shirts or tops, no

extremely baggy pants, no camisoles, no tube tops, no halter tops or tank tops (unless worn with appropriate covering), no midriffs showing, no headphones, no ripped or torn clothes. Pants should fit around the waistline, not below the waist. Shorts should cover the thigh area. No clothing with offensive words or pictures. Footwear must be worn at all times.

2. Tattoos should be covered (discuss with supervisor). Any visible body piercing, other than on ears, is not acceptable. Earrings must be small and professional.

TELEPHONE ETIQUETTE

Every time a student worker makes or receives a call, s/he is representing SCCD. Students should treat every call importantly. Willingness to assist others is reflected in a student's tone of voice. Student workers should:

1. Speak with a smile.
2. Be calm; speak slowly and clearly.
3. Be friendly, courteous and efficient at all times. Be alert and pleasant.
4. Be helpful.
5. Be tactful.
6. Be patient and understanding.

When the telephone rings, student workers should:

1. Answer promptly - No later than the third ring.
2. Greet caller – *“Good morning (afternoon) _____ office, student worker speaking, may I help you?”*
3. Screen call and announce to recipient – *“May I tell her/him who's calling, please?”* (Never say, “Who's calling?”)

Transfer calls only when necessary. Student workers should give the caller the telephone number (prefix and extension number) of the extension to which student is transferring the call. In case connection is lost in the transferring process, the caller will be able to dial back directly.

When transferring a call: When the SCCD Employee answers, explain: *“This is (student's name) at _____ office. I am transferring a call to you regarding (give brief explanation of the nature of the call).”*

Taking Messages/ Student workers should:

Be thorough and accurate. Do not be afraid to ask the caller to repeat anything that is not understood. Fill out the message form completely with:

1. Caller's full name (correct spelling)
2. Correct telephone number/extension number (include area code if different than ours and repeat number back to caller)
3. Caller's company name or department Message (if caller chooses to leave one)

4. Date and time of call
5. Sign your name

STUDENT RIGHTS AND RESPONSIBILITIES

Absences: Student worker shall notify supervisors or another SCCD staff member of absences in advance. Student workers shall notify the supervisor by 8:00 am on the day of the absence. More than 3 absences per semester or failure to appear for work without notification are grounds for dismissal. Student absences will not be compensated.

Award Limits: Upon placement of Work Study students, supervisors will be mailed a Student Earnings Roster to monitor the amount of each student’s award. Award limits are set for each student. These awards could reach a maximum of \$10,000 per fiscal year. Student awards are to be earned on a semester basis. Students will not be awarded the second half of their FWS spring award until eligibility has been established (spring eligibility is determined in January). Supervisors should call the Work Study Specialist to make certain their calculations are accurate. Supervisors should release students from their duties when awards are expended. Students who have earned their entire allocation and choose to continue working may not receive compensation from SCCD for their hours. Work-site supervisors (non-profit organizations) will be responsible for compensating any student wages that exceed the Work Study award limits. Compensation for award overages must be made to the student directly, with proof of payment being provided to the SCCD Work Study Specialist. **Students may receive CalWORKs Work Study for a maximum of six (6) primary terms. Students may earn Federal Work Study and/or District/General Funds for a maximum of eight (8) primary terms.**

Breaks: Student workers working four (4) consecutive hours must be given a 15-minute break after two (2) hours. Students working over six (6) consecutive hours in one day must be allowed to take a 1/2 hour lunch break after four (4) hours. Break times shall be arranged with the supervisor. Meal breaks should be taken outside of SCCD offices.

4 consecutive hours = 15- minute break after 2 hours of work (paid)

6+ consecutive hours = 15-minute break after 2 hours of work (paid), 30- minute meal break after 4 hours of work (unpaid)

8 consecutive hours = Two 15-minute breaks (paid) and one 30-minute meal break (unpaid).

Calculating Work Study Awards: Please use one of the following examples to calculate a student’s weekly hours for the entire semester. Once weekly hours are set, those hours should remain constant throughout the semester or until the award has been earned.

Example 1			Example 2		
Award	=	\$3,000	Award	=	\$3,000
Pay Rate (may fluctuate)	=	\$12.00	Pay Rate (may fluctuate)	=	\$12.00
Weeks in Semester (may fluctuate)	=	18	Hours per week	=	16
$\$3,000 \div \$12.00 \text{ per hour} = 250 \text{ hours} \div 18 \text{ weeks in semester} = 13.88 \text{ or } 13.75 \text{ hours per week.}$			$\$3,000 \div \$12.00 \text{ per hour} = 250 \text{ hours} \div 16 \text{ hours per week} = 15.62 \text{ or } 15.5 \text{ weeks to work.}$		

Calendar: All student employment and all off-campus Federal College Work Study (FCWS) Agreements are on a fiscal year basis, July 1st to June 30th.

Cellular Phones: Students may not use their cellular phones while working. Cellular phones must be turned off and stored with personal belongings during work hours.

Children in the Workplace: Student workers may not bring their children to their work site, whether the work site is on or off-campus.

Confidentiality Acknowledgment: Students may have access to confidential information during the course of their daily assignments.

All information accessible to student workers must remain confidential. Student workers are not to discuss work-related information/material with friends, other students or members of the community while off duty. This rule of confidentiality stays in effect after student workers leave their employment.

Drugs and Alcohol: The use of alcoholic beverages and illegal drugs on-campus is absolutely forbidden. Supervisors are expected to report any instances of use to the appropriate Dean and/or Chief of District Police.

Employer's Expectations: In accepting a student worker position at SCCD, a student assumes work responsibilities for which s/he will be held accountable. General work performance standards are listed below. Individual supervisors may have more specific requirements for their student workers.

1. Student worker should always report to work on-time and let supervisor know that s/he is reporting for work.
2. A student worker should immediately bring to her/his supervisor's attention any problems or concerns s/he may have pertaining to her/his job.
3. A student gaining employment from more than one on-campus employer must notify each supervisor of all his or her current on-campus employment.
4. A student worker should perform the duties assigned to the best of her/his ability.
5. A student worker should respond positively to constructive criticism.
6. A student worker must give her/his supervisor a minimum of two week's notice if s/he is quitting her/his job. If notice is not given prior to voluntary termination of employment by student, SCCD may choose not to rehire the student in the future.
7. In the event of alleged violations of municipal, state and/or federal laws, the Dean of the respective department and the Chief of District Police must be contacted.

Employment Rights: Students are hired as student workers with no job rights regarding continued employment from semester to semester or year to year. Students are at-will employees and may be released from employment at any time.

Employment Termination: Supervisors may terminate a student's employment without any prior warning. Students may also voluntarily terminate their employment. However, students planning on returning to work at SCCD in the future must give notice two weeks, in advance, in order to be considered for rehire. Students who are terminated will not be rehired into the SCCD Work Study Programs, without prior authorization. Students who are not asked to return to work, at any time during the semester/year, are considered terminated. If a supervisor withholds information, or provides misinformation to the Work Study Specialist about a student's employment or termination, the supervisor will not be assigned a student in subsequent semesters.

Employment Verification Forms: The SCCD Payroll Office will complete all Employment Verification forms for student workers. If a student brings their forms to supervisors for completion, supervisors should forward the forms to the SCCD Payroll Office.

Evaluations: A favorable work record established by students might prove to be a valuable source of reference for future employment. Students should be aware that their employment offers a good opportunity to build a solid work history. It is recommended that supervisors evaluate their student's work performance at the end of each pay period using the standard Student Performance Evaluation form.

Exams: During the final week of exams, the supervisor should alter a student's work schedule, if necessary.

Food and Drink: Food and drinks are not allowed in the reception area of an office at any time. Student Workers should eat their lunches and snacks outside of SCCD offices.

Fringe Benefits: Fringe benefits are not available to students. Unemployment benefits are not paid to student workers upon their termination.

Job Title: All students employed through SCCD maintain job titles of "Student Worker".

Keys: Keys will not be furnished to students by their supervisor's under any circumstance.

Limitations:

1. Students are not permitted by SCCD to operate any vehicle, their own or their employers, during the course of their work duties without prior authorization and completion of proper liability forms through the Student Activities and Affairs Office.
2. Students are not authorized by SCCD to lift articles weighing more than 35 pounds.
3. Student employees are not classified employees of the District and are not members of the California School Employees Association.
4. Student employees do not earn any type of permanent employment status while employed at the District.
5. In order to be eligible for student employment programs, students must be actively enrolled in at least six (6) units at Sequoias Community College District. If a student drops below the required units, the student's employment is immediately terminated.
6. Students involved in student employment programs are not eligible for health and welfare benefits vacation, paid holidays, retirement benefits or any other benefits offered through the Sequoias Community College District.
7. Student workers are not allowed to supervise other student workers.

Loitering: For reasons of liability, students are discouraged from spending time at their work site when they are not scheduled to work. Exceptions to this rule would be in “public” areas, such as the Student Union, or students seeking services. Family members and friends of student workers are not permitted to “hang out” in offices or lobbies while the student workers are on duty.

Make-Up Hours: Supervisory approval is required for students to make up work when regularly scheduled work has been missed. The needs of the work area will be the primary deciding factor in such cases. Make-up hours may not exceed 7 hours per day.

Nepotism: Supervisors will not hire immediate relatives to work in their departments. Nepotism policies currently exist at the District (A.P. 7310 and B.P. 7310), prohibiting, “...spouse, parents, grandparents, siblings, children, grandchildren, in-laws, aunts, uncles, nieces, cousins, step-relatives, relationships by adoption, or any other relative living in the employee’s home...”. Domestic partners are listed within these same policies. Administrators may not usurp their authority to override the Nepotism policies. The Director of Financial Aid and the Work Study Specialist will have final approval, upon review.

Personal Business: Student workers should consider all SCCD offices to be high-profile business offices. While trying to maintain a relaxed atmosphere, it is important to present a professional image. Except for family emergencies, personal incoming and outgoing telephone calls are not allowed. Friends and family may not “visit student workers” or “study with student workers” while on duty. Personal use of office equipment (photocopier, computer, fax machine, etc.) and supplies is prohibited.

Punctuality: Students should arrive for work on-time and may not leave work early without permission from their supervisor. Excessive tardies will lead to poor evaluation and cause for termination.

Quitting Time: Students should be released early enough so that they will not be late for class. Supervisors should prepare student work schedules with ample time for walking to class. Students should be given credit on the time sheets only for time spent at the work site.

Reference Checks: Supervisors may contact references and previous employers of students prior to hiring.

Release of Information: Student workers allow the SCCD Student Employment/Work Study office to discuss, share, and release all confidential academic, financial aid and work related information including grade point average (GPA), financial aid status, work history and criminal background, with potential and/or designated work-site supervisors.

Replacing Permanent Positions: District/General Fund, CalWORKs Work Study, and Federal Work Study employment must not displace employees (including those on strike) or impair existing service contracts. Also, if the school has an employment agreement with an off-campus organization, the organization’s employees must not be replaced with work study students.

Replacement is interpreted as displacement. Replacing a fulltime employee whose position was eliminated (for any reason) with a student employee paid with CalWORKs or Federal Work Study funds is prohibited. Moreover, this prohibition extends to instances where a school first replaces the fulltime employee with a student position paid with college funds.

Returning Students: Work Study students seeking to return to work, who were enrolled for the previous academic year and are now pre-registered for the upcoming semester, will be given priority placement over new students. Returning students must maintain Satisfactory Academic Progress (S.A.P.) and meet eligibility requirements listed in this Handbook.

Safety and Health: Sequoias Community College District is responsible for all student workers. Therefore, it is extremely important that every supervisor insist that all student workers abide by current safety and health

precautions. Students and supervisors are required to report any unsafe practices or conditions that they encounter on-campus to the Chief of District Police and the appropriate Dean.

Sexual Harassment and Discrimination: The SCCD maintains a Sexual Harassment and Discrimination Policy, A.P. 3430. “College of the Sequoias is committed to providing an academic and work environment free of unlawful discrimination and harassment. This procedure defines unlawful discrimination and harassment, including sexual harassment, and sets forth a procedure for the investigation and resolution of complaints of discrimination and harassment by or against any staff or faculty member or student within the College.” If you believe you are a witness/victim of sexual harassment, read the Sexual Harassment Policy, A.P. 3430, which is listed on the cos.edu website, and follow the proper reporting procedures within the Policy.

Termination: Students may be terminated for any reason. Student employment is “at-will”, with no job rights regarding continued employment from semester to semester or year to year. Student workers have no other agreements or promises of employment. The most common reasons for termination include: unsatisfactory performance, dishonesty, theft, unexcused absences/tardiness, and unsatisfactory conduct. If terminated, students will not be rehired by another department/division/office at the District. Supervisors must provide accurate information regarding a student’s employment and termination. Withholding information or providing misinformation to the Work Study Specialist or the Director of Financial Aid about a student’s termination will prevent assignment of a Work Study student worker in subsequent semesters. If a supervisor has been notified that their student worker has less than six (6) units and if the supervisor continues to work the student worker, the supervisor will be personally responsible for the student’s wages, subsequent to notification.

Test Proctoring: Student workers may not proctor tests for other students. There is sufficient peer pressure among students that would create problems for student workers in a proctoring role.

Time Sheets: Supervisors must provide students with time sheets each month. Students shall record hours worked on a daily basis, upon their arrival and departure from the work site. Students shall sign the form at the beginning of each pay period. Supervisors shall verify the accuracy of the time sheet and endorse it at the end of the pay period. The supervisor is responsible for turning in the Work Study time sheet to the Work Study Specialist located in the SCCD Student Employment Office in the Sequoia Building, Room 105, located on the Visalia Campus. District time sheets must be submitted to the SCCD Payroll Office. Time sheets must not be provided to students and employment may not begin until complete Payroll forms have been submitted. Students should round-off their work minutes, up or down, to the nearest quarter of the hour. The following example shows how to round off minutes on a time sheet:

Quitting Time	Round to the Nearest Quarter	List on Time Sheet
4:07 p.m.	4:00 p.m.	4:00 p.m.
4:08 p.m.	4:15 p.m.	4:15 p.m.

TIME SHEET INFORMATION AND GUIDELINES		
Type	Monthly Due Date	Deliver to:
District Time Sheet	15 th of the month	SCCD Payroll Department
Work Study Time Sheet	10 th of the month	SCCD Student Employment/Work Study
Note: It is the supervisor’s responsibility to submit the student’s time sheet.		
END OF FISCAL YEAR DEADLINES		
Type	Monthly Due Date	Deliver to:
District Time Sheet	June 15 th	SCCD Payroll Department
Work Study Time Sheet	June 10 th	SCCD Student Employment/Work Study
Note: Any Work Study Time Sheets submitted after June 10 will not be paid by SCCD Work Study Programs. Supervisors/Work sites will be responsible for paying Work Study time sheets turned in after June 10.		

Training: Students should be provided with training by their supervisors during the first week of work. Training should contain information specific to the work- site/office/division/department and should include the Student Employment Handbook as a reference/guide.

Volunteering: Students may not volunteer while working in the SCCD Work Study Program(s) or as District/ General Fund student workers. All hours must be reported to SCCD Payroll and be compensated. Students may not volunteer, even if they are requested to do so by their work– site supervisors.

Work Areas: Work areas and/or workstations should always be kept clean and organized.

PAYROLL PROCEDURES AND GUIDELINES

Payroll Deductions/Benefits: Wages received by student workers are subject to federal and state income tax deductions. Social Security and Medicare are not withheld for students while they are enrolled as a student and employed as a student worker. Student workers are not eligible for unemployment benefits. Vacation pay and other fringe benefits are not available.

Paycheck Delay: The four (4) most common reasons for delays in student compensation:

1. No withholding form (W-4) or I-9 forms on file with the SCCD Payroll Department.
2. Payroll forms were submitted after the 10th of the month of hire.
3. Time sheets were not turned in or were turned in too late to process a paycheck.
4. Time sheets were not filled out properly.

Payroll Forms: In order for students to receive a paycheck, all payroll forms must be submitted to the SCCD Student Employment Office, Sequoia Building, Room 105, by the 10th of the month of hire. Payroll forms submitted after the 10th of each month will not be processed for a paycheck until the following month.

Pay Rates: The rate of pay, for all SCCD student workers, is the current California minimum wage. Students are not eligible for pay increases unless mandated by law.

Payday: Payday will be the last working day of the month with the exception to holidays that occur at the end of the month.

INJURY ON THE JOB

Students are eligible for Workers' Compensation. If a student is injured while working, the supervisor must refer the student to the SCCD Health Center for care and to the SCCD Payroll Department (737-4843) for proper paperwork/medical referral. Any injury must be reported as soon as possible. SCCD is required to report known injuries to the Workers' Compensation carrier within 24 hours.

GRIEVANCE PROCEDURES

1. If a student has a work–related grievance, s/he should meet with her/his immediate supervisor and make an earnest attempt to resolve the problem.
2. If the issue has not been resolved, the student should contact the Work Study Specialist, located in the SCCD Student Employment/Work Study Office, Sequoia Building, Room 105 on the Visalia Campus.
3. If the issue has not been resolved, the student should then contact the Director of Financial Aid.

FINGERPRINT AND TUBERCULOSIS CLEARANCES

If an off-campus, non-profit organization would like SCCD to submit fingerprints to the Department of Justice, Federal Bureau of Investigation (FBI) and/or State Licensing for clearances on SCCD student workers, then the request must be written on the Work Study Job Description form or the request must be made in writing by the non-profit organization. SCCD refers students to local law enforcement agencies to submit fingerprint live scan applications, but only with a prior written request. If a written request has not been made by a work-site supervisor, the responsibility for fingerprint clearances through the Department of Justice, FBI and/or State Licensing will be the responsibility of the non-profit organization. Off-campus, non-profit organizations who have signed FCWS Agreements to accept Work Study students will not be obligated to pay fingerprinting costs directly to the Department of Justice. Fingerprinting costs for Work Study students will be paid from administrative costs, received through employer contributions. (See Appendix B & C, Employer Contributions).

On-Campus, work site supervisors may also request fingerprinting for student workers. Requests must be made in writing and sent to the SCCD Student Employment/Work Study Office. On-campus work sites will be responsible to pay fingerprinting costs from their SCCD budgets.

If tuberculosis testing is required for a student worker, then a request for tuberculosis testing must also be written on the Work Study Job Description form or made in writing by the off-campus, non-profit organization.

SCCD SATISFACTORY ACADEMIC PROGRESS POLICY

The District will continue to monitor all student workers according to the following requirements:

1. Students, whose employment is funded through Federal Work Study, must be making Satisfactory Academic Progress (S.A.P.) and measurable academic progress towards a degree or eligible certificate program. Students must be approved for and by the Financial Aid Office.
2. Students must maintain a minimum cumulative grade point average of 2.0.
3. Students must have attempted no greater than 150% of the units required for their educational program.
4. Students must have a counselor-approved Student Educational Plan (S.E.P.) on file with the District.
5. Students must have a cumulative 67% (percent) pace of unit completion.
6. Students must be enrolled in at least six (6) units at SCCD during the same semester of employment, spring or fall. If at any time during an enrollment period it is determined by the District that a student is not actively attending classes and/or does not have a reasonable probability of receiving passing grades in enrolled courses, then eligibility for financial aid and student employment will be forfeited.

EMERGENCIES

In the event of an emergency, if your supervisor is unavailable, immediately contact 911. The 911 dispatcher will contact the SCCD Police to notify them of the emergency and request SCCD Police response. If the situation is not urgent, yet requires SCCD Police intervention, contact:

Sequoias Community College District Police: 559.730.3999

Upon contacting 911, locate and advise your immediate supervisor. Your immediate supervisor will inform their area administrator of the situation. If your immediate supervisor is unavailable, contact the area administrator directly (Director, Dean, or Vice-President) and advise them of the situation.

WORK STUDY AND STUDENT EMPLOYMENT QUESTIONS

If you have questions regarding the Federal Work Study Program, CalWORKs Work Study Program and/or on-campus student employment, contact the Work Study Specialist in the SCCD Student Employment Office/ Work Study, Sequoia Building, Room 105, located on the Visalia Campus.

CONTACTS / ADDRESSES

Federal and CalWORKs Work Study paperwork, such as Federal College Work Study (FCWS) Agreements, time sheets and payroll forms, should be mailed to:

Sequoias Community College District
Attention: Student Employment/Work Study Office

915 S. Mooney Blvd,
Visalia, CA 93277–2234

Employer–paid matching contributions of 25% percent will be billed by and should be mailed to:

Sequoias Community College District
Attention: Payroll Office

915 S. Mooney Blvd,
Visalia, CA 93277–2234

RELEASING STUDENT WORKER

The termination of a student worker by the Sequoias Community College District is generally the result of a student’s inability to attain the required level of performance on the job. Failure to comply with required policies and procedures or standards of professional behavior applicable to employment or repeated failure to perform required duties may be cause for termination. The decision to terminate a student’s employment is determined by the supervisor and/or the Work Study Specialist.

DISTRICT / GENERAL FUND STUDENT EMPLOYMENT

PROGRAM DESCRIPTION

Students may be hired through District/General funds if funds are provided through the District budgeting process. Application procedures, hiring and scheduling of hours are determined by each individual department/division/office.

ELIGIBILITY FOR EMPLOYMENT

In order for a student to be eligible for student employment, s/he must be enrolled in at least six (6) units at the Sequoias Community College District during the semester in which s/he will be employed. S/he must also be enrolled primarily for the purpose of pursuing a degree or certificate. Any student dropping below half-time [less than six (6) units] status will be terminated from his/her employment immediately. Students must also be U.S. Citizens or eligible non-citizens. Sequoias Community College District will only utilize a student's Social Security number for identification and employment purposes. The student seeking eligibility for Federal Work Study and/or CalWORKs Work Study must follow eligibility requirements established by the Financial Aid Office and the CalWORKs Office.

Summer and Fall Employment: The following guidelines must be followed if a student is to be employed by the District. Students must be enrolled in Minimum Unit Requirement before First Day of Work

Enrollment Period	First Day of Work	Last Day of Work	Minimum Unit Requirement
Spring Semester	Beginning of Spring Semester	June 30 th	Six (6) Units
Summer only, one (1) unit minimum	Beginning of Summer Session	Beginning of Fall Semester	One (1) Unit
Spring and Fall/ not Summer	Beginning of Spring Semester	End of Fall Semester	Six (6) Units for Spring and Fall, enrolled by end of previous semester
NEW – SCCD Student			
Fall Semester	July 1 st	End of Fall Semester	Six (6) Units

APPLICATION AND HIRING PROCEDURES

1. Student will complete the SCCD Application for Student Employment. Applications are located in the SCCD Student Employment Office, Sequoia Building, Room 105, on the Visalia Campus.
2. The application will be screened by the hiring supervisor to determine that minimum qualifications have been met.
3. A student meeting minimum requirements may be scheduled for an interview.

4. After an interview, reference checks may be completed.
5. A student will be informed of selection or non-selection.
6. A selected student will be required to show evidence of Tuberculosis test; and, if necessary, fingerprint clearance.
7. Prior to employment, the following forms must be completed and returned to the SCCD Student Employment/Work Study Sequoia Building, Room 105, on the Visalia Campus.
 1. Application for Student Employment
 2. Child Abuse Reporting
 3. Confidentiality Acknowledgment
 4. I-9 (copies of identification must be attached)
 5. Notice of Exclusion from CalPERS
 6. Oath of Office
 7. Student Demographic Survey
 8. Student Worker Agreement
 9. W-4
 10. Sick Leave Notice
8. Supervisors should review the instruction Sheet for Completing Payroll Forms, Appendix D, and complete the aforementioned documents with the newly hired student worker.
9. Once the budget manager has signed the Student Demographic Survey form, the above-named documents are to be forwarded to the SCCD Student Employment/Work Study Office, Sequoia Building, Room 105, located on the Visalia Campus.
10. All new student workers will be required to attend a training session with their individual supervisors.

WORK HOURS

Students may not work more than eight (8) hours per day. On-campus students may work no more than 19 hours per week during school sessions. During winter, spring and summer breaks, students may work no more than 40 hours a week and/or a total of no more than 130 hours in a month. No supervisor shall require a student to work when s/he is scheduled for classes or examinations. Students are not permitted to work more than five (5) consecutive calendar days without a day off.

Overtime: SCCD does not authorize overtime

Weekly hours: We ask that off-campus supervisors schedule their student employee to work a minimum of 15 hours per week as this makes the program more worthwhile for students. Volunteer hours, performed by the student after their total allocation has been earned, are not permitted by the District.

FEDERAL WORK STUDY PROGRAM

PROGRAM DESCRIPTION

The purpose of the Federal Work Study Program is to assist students in meeting their unmet financial needs and to provide an orderly employment process through which students are hired. Federal Work Study offers government subsidized employment to help students with educational expenses and to obtain valuable work experience. Federal Work Study is a federally funded program in which 75% (percent) of a student’s wages are subsidized (fringe benefits are not provided). The SCCD Student Employment/Work Study Office is responsible for assisting students with placement upon preliminary determination of eligibility by the Financial Aid Office.

ELIGIBILITY FOR EMPLOYMENT

A student’s preliminary eligibility is determined by the SCCD Financial Aid Office after submission of a *Free Application for Federal Student Aid (FAFSA)*. Students must have a high financial need to be eligible and must have submitted their FAFSA by the March 2nd priority deadline. Students meeting preliminary eligibility are then notified by mail of their status and can schedule an interview with the Work Study Specialist in the SCCD Student Employment/Work Study Office, Sequoia Building, Room 105, for final Work Study approval and placement. In order for a student to be eligible for employment, s/he must be enrolled in at least six (6) units at Sequoias Community College District during the semester in which s/he will be employed. S/he must also be enrolled for the purpose of pursuing a degree or certificate. Any student dropping below half–time status [less than six (6) units] must terminate her/his employment immediately. Students participating in the Federal Work Study Program must adhere to the SCCD Financial Aid, Satisfactory Academic Progress (S.A.P.) Policy guidelines. Continuing students awarded Federal Work Study who were enrolled for the previous academic year and are pre–registered for the upcoming semester, will be given priority over new Federal Work Study students.

Enrollment Period	First Day of Work	Last Day of Work	Minimum Unit Requirement
Spring Semester	Beginning of Spring Semester	End of Spring Semester	Six (6) Units
Summer only, six (6) unit minimum	Beginning of Summer Session	Beginning of Fall Semester	Six (6) Units
Spring and Fall/ not Summer	Beginning of Spring Semester	End of Fall Semester	Six (6) Units for Spring and Fall, enrolled by end of previous semester
NEW – SCCD Student			
Fall Semester	July 1 st	End of Fall Semester	Six (6) Units

Federal Work Study Student Workers / Financial Aid Policy (Summer and Fall)

1. If a student, employed during the Spring Semester, is **not** enrolled in the subsequent Summer or Fall sessions, s/he must stop working on the last day of the Spring semester and turn in his/her time sheet by May 10th. (The time worked between May 10th and the last day of the Spring Semester must be projected/estimated and submitted on the May 10th time sheet. Hours worked between May 10th and the last day of the Spring Semester will be paid in the June pay period.)
2. If a student is employed during the Spring Semester and is enrolled in six (6) units for any Summer Session(s) or six (6) units for the subsequent Fall Semester, s/he can continue working until June 30th. S/He must be enrolled in those six (6) units for the Fall Semester by the end of the Spring Semester, in order to establish eligibility. The time worked between May 10th and June 30th must be projected / estimated and submitted on the June 10th time sheet.
3. If a new student, not enrolled in the Spring Semester, has been determined eligible for Financial Aid for the next academic year, s/he may start working after July 1st. Enrollment in six (6) summer units or six (6) fall units is required.

APPLICATION AND HIRING PROCEDURES

1. Once the SCCD Financial Aid Office has determined a student's preliminary eligibility, a Federal Work Study-Application for Student Employment form will be mailed to the student.
2. The student should then make an appointment with the Work Study Specialist at the SCCD Student Employment/Work Study Office Sequoia Building, Room 105, located on the Visalia Campus.
3. The Work Study Specialist will interview the student, determine final eligibility, and assess skills and work experience for job referral.
4. Qualified students will be referred for a second interview with a work-site supervisor.
5. After a student is chosen by a work-site supervisor, that student must return to the SCCD

Student Employment/Work Study Office Sequoia Building, Room 105, within three (3) business days to notify SCCD of placement and to pick up payroll paperwork. (Any required fingerprint and tuberculosis clearances will be performed and verified prior to the dispersal of payroll paperwork to students. Please see "Fingerprint and Tuberculosis Clearance" section.)

6. Prior to employment, the following payroll forms must be completed by the student and the work-site supervisor.
 1. Application for Student Employment
 2. Child Abuse Reporting
 3. Confidentiality Acknowledgment
 4. I-9 (copies of identification must be attached)
 5. Notice of Exclusion from CalPERS
 6. Oath of office
 7. Student Demographic Survey

8. Student Worker Agreement
9. W-4
10. Sick Leave Notice
7. Review the Instruction Sheet for Completing Payroll Forms, Appendix D.
8. The student must return the payroll paperwork to the SCCD Student Employment/Work Study Office Sequoia Building, Room 105, prior to the first day of employment. If paperwork is complete and employment has been approved, the student will be given time sheets and may begin working.
9. Students may not start working until Step 8 (above) has been completed.

WORK HOURS

Students may not work more than eight (8) hours per day. On-campus students may work no more than 19 hours per week during school sessions. Off-campus students may work no more than 30 hours per week. During winter, spring and summer breaks, students may work up to eight (8) hours per day and/or 40 hours per week (on-campus and off-campus). No supervisor shall require a student to work when s/he is scheduled for classes or examinations. Students are not permitted to work more than five (5) consecutive calendar days without a day off.

Overtime: SCCD does not authorize overtime for any student workers.

Weekly hours: We ask that off-campus supervisors schedule their student employee to work a minimum of 15 hours per week, since this makes the program more worthwhile for students. The number of hours a student works per week must be approved by the Work Study Specialist. Volunteer hours, performed by the student after their total allocation has been earned, are not permitted by the District.

EMPLOYER CONTRIBUTION

Non-profit employers are required to pay a twenty-five percent (25%) employer contribution to the Sequoias Community College District on a quarterly basis. The employer contribution is calculated off of the Federal Work Study student earnings. Contributions are utilized for administrative costs of the Work Study Programs. These administrative costs shall include fingerprinting, tuberculosis, salaries, and other approved expenses. Employers will be notified of a student's maximum earnings subsequent to the student's date of hire. The SCCD Payroll Office will send an invoice to the employer. (See address on Page 14.)

EMPLOYER RESTRICTIONS

Off-campus, non-profit employers are encouraged to hire Federal Work Study students in permanent positions within their organizations. However, should students be hired by a non-profit employer, either permanent or temporary, and placed on the employer's payroll, the students may not return to employment in Federal Work Study for the subsequent 12 months.

Appendix C, CalWORKs Work Study Program

CALWORKS WORK STUDY PROGRAM

PROGRAM DESCRIPTION

The CalWORKs Work Study (CWWS) Program, also known as the welfare-to-work program, provides subsidized employment to Temporary Assistance for Needy Families (TANF) recipients who are required to meet specific work requirements by the Health and Human Services Agencies. Students who are interested in this program should first visit the SCCD CalWORKs Office, Sequoia Building, Room 112, located on the Visalia Campus, for eligibility to be established.

ELIGIBILITY FOR EMPLOYMENT

Students are assessed by the Tulare or Kings County Health and Human Services Agencies and referred to SCCD for available educational programs. The SCCD CalWORKs Office determines preliminary eligibility for CalWORKs Work Study. The students are given a CalWORKs Work Study-Application for Student Employment and referred to the Work Study Specialist, located in the SCCD Student Employment/Work Study Office for final approval and placement. Students are required to participate in a specific number of hours each week, in order to be in compliance with Welfare to Work. This can be achieved with a combination of activities, including CalWORKs Work Study and enrollment in classes at SCCD.

Total Required Hours = 32 hours per week for a single parent household

Total Required Hours = 35 hours per week for a two-parent household

In order for a student to be eligible for employment, s/he must be enrolled in at least six (6) units at the Sequoias Community College District during the semester in which s/he will be employed (spring or fall). A one (1) unit enrollment is required during the summer session. S/He must also be enrolled primarily for the purpose of pursuing vocational training. Any student dropping below half-time [less than six (6) units] status during the fall or spring semester must terminate his/her employment immediately. Students participating in the CalWORKs Work Study Program must adhere to the SCCD Financial Aid, Satisfactory Academic Progress (S.A.P.) Policy guidelines. Continuing students, who are awarded CalWORKs Work Study, who were enrolled for the previous academic year and are pre-registered for the upcoming semester, will be given priority in job placement over new CalWORKs Work Study students.

Students who have completed their vocational education program or are no longer receiving TANF cash aid from Health & Human Services Agencies, are no longer eligible to participate in the CalWORKs Work Study Program. Completion of a student's vocational education program and job assignment is usually simultaneous.

Enrollment Period	First Day of Work	Last Day of Work	Minimum Unit Requirement
Spring Semester	Beginning of Spring Semester	End of Spring Semester	Six (6) Units
Fall Semester	Beginning of Fall Semester	End of Fall Semester	Six (6) Units
Summer only, one (1) unit minimum during Summer	Beginning of Summer Session	Beginning of Fall Semester	One (1) Unit, Ineligible to work if no Summer Session(s).
NEW – SCCD Student			
Fall Semester	July 1 st	End of Fall Semester	Six (6) Units

Summer and Fall Employment: CalWORKs Work Study student workers, employed during the Spring Semester, must be enrolled in one (1) academic unit during the summer session, in order to continue working after the Spring Semester. Enrollment in the one (1) academic unit during the summer session must be completed by the end of the Spring Semester, in order to verify eligibility for summer employment. Should summer courses not be offered, CalWORKs Work Study will not be available during the summer.

APPLICATION AND HIRING PROCEDURES

1. Students must be eligible for Financial Aid prior to becoming eligible for CalWORKs Work Study.
2. Once SSCD CalWORKs Office has determined the student’s preliminary eligibility and TANF status, a CalWORKs Work Study Application for Student Employment will be given to the student.
3. The student should then make an appointment with the Work Study Specialist at the SCCD Student Employment/Work Study Office.
4. The Work Study Specialist will interview students to assess their skills and work experience.
5. Qualified students will be referred for a second interview with a work-site supervisor.
6. After a student is chosen by a work-site supervisor, that student must return to the SCCD Student Employment/Work Study Office, Sequoia Building, Room 105 located on the Visalia Campus, within three (3) business days to notify SCCD of placement and to pick up payroll paperwork. (Fingerprint and tuberculosis clearances will be performed and verified prior to the dispersal of payroll paperwork to student. Please see “Fingerprint and Tuberculosis Clearance” section.)
7. Prior to employment, the following payroll forms must be completed by the student and the work-site supervisor.
 1. Application for Student Employment
 2. Child Abuse Reporting
 3. Confidentiality Acknowledgment

4. I-9 (copied of identification must be attached)
5. Notice of Exclusion from CalPERS
6. Oath of Office
7. Student Demographic Survey
8. Student Worker Agreement
9. W-4
10. Sick Leave Notice

8. Review the Instruction Sheet for Completing Payroll Forms.

9. The student must return the payroll paperwork to the SCCD Student Employment/Work Study Office, Sequoia Building, Room 105, on the Visalia Campus, prior to their first day of employment. If paperwork is complete, the student will be given time sheets and may begin working.

10. Students may not start working until Step 9 (above) has been completed.

WORK HOURS

Students may not work more than eight (8) hours per day. On-campus students may work no more than 26 hours per week during school sessions. Off-campus students may work no more than 30 hours per week. During winter, spring and summer breaks, students may work up to eight (8) hours per day and/or 40 hours per week (on-campus and off campus). No supervisor shall require a student to work when s/he is scheduled for classes or examinations. Students are not permitted to work more than five (5) consecutive calendar days without a day off.

Overtime: No overtime will be paid for student workers.

Weekly hours: The number of hours a student works per week must be approved by the Work Study Specialist. We ask that off-campus supervisors schedule their students to work a minimum of 15 hours per week in order to make the program more worthwhile for the students. The number of hours a student works per week must be approved by the SCCD Work Study Specialist and the Tulare or Kings County Health & Human Services Agencies, Self-Sufficiency Specialist, prior to employment. Volunteer hours performed by the student after their total allocation has been earned, are not permitted by the District.

EMPLOYER CONTRIBUTION

Non-profit employers are required to pay a twenty-five percent (25%) employer contribution to the Sequoias Community College District on a quarterly basis. The employer contribution is calculated off of the CalWORKs Work Study student earnings. Contributions are utilized towards the administrative costs of the Work Study Programs. These administrative costs shall include fingerprinting, tuberculosis, salaries, and other approved expenses. Employers will be notified of a student's

maximum earnings subsequent to the student's date of hire. The SCCD Payroll Office will send an invoice to the employer. (See address on Page 14.)

EMPLOYER RESTRICTIONS

Off-campus, non-profit employers are encouraged to hire CalWORKs Work Study students in permanent positions within their organizations. However, should students be hired, either permanent or temporary, by a non-profit employer and placed on the employer's payroll, the students may not return to employment in CalWORKs Work Study for the subsequent 12 months.

COLLEGE OF THE SEQUOIAS - DISTRICT

Name:		Banner ID:	
Dept:		Check One:	<input type="checkbox"/> Classified <input type="checkbox"/> Incidental <input type="checkbox"/> Student <input type="checkbox"/> Certificated

Please fill-in and print. Confirm hours. Sign and date time sheet.

Calendar Month Ending on the 15th day of:

20

Date:	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
In Out																
In Out																
In Out																
Daily Total																
Payroll use only:																
Job Description																

Date:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
In																
Out																
In																
Out																
In																
Out																
Daily Total																
Payroll use only:																
Job Description																
FOAPL:																
Percent																
%																
%																
%																
Total of hours											Rate		Total Amount			

I hereby certify that the above is a true statement of the hours worked, and I am currently enrolled in 6.0 or more units.

Employee: _____

Date: _____

I hereby certify that the above is a true statement of the hours worked by the employee listed, and that he/she has performed their assigned job in a satisfactory manner.

Approved: _____

Signature of Supervisor: _____

Date

Date



SEQUOIAS COMMUNITY COLLEGE DISTRICT - Workstudy Student Timesheet

Due in the SCCD Student Employment/Work Study Office Sequoia Building Room 105 on the 10th of each month

Name:	Banner ID:
Dept:	Check One: <input type="checkbox"/> On-Campus <input type="checkbox"/> Off Campus

Please fill-in and print. Confirm hours. Sign and date timesheet. Estimate/project hours from the 10th to the 15th.

		Year: _____																
		Calendar month ending the 15 day of: _____																
		Date:	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
In	Out																	
	In																	
	Out																	
	In																	
Daily Total:																		
Payroll use only																		
Job Description																		

		Estimated Hours																
		Date:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
In	Out																	
	In																	
	Out																	
	In																	
Daily Total:																		
Payroll use only																		
Job Description																		

		Percent		Total hours worked		Rate		Total Amount					
FOAPL:	FWS	-003350-23090-6470	%										
	CWWS	-004350-23090-6490	%										
	Dist		%										
	Dist		%										
Job Description													

I hereby certify that the above is a true statement of the hours worked, and I am currently enrolled in 6.0 or more units. The hours listed from the 10th to the 15th are projected/estimated and will be worked by payroll.

Employee's Signature: _____ Date: _____

I hereby certify that the above is a true statement of the hours worked by the employee listed, and that she/he has performed their assigned job in a satisfactory manner. The hours listed from the 10th to the 15th are projected/estimated and will be worked by payroll.

Budget Manager's Signature: _____ Date: _____
 Supervisor's Signature: _____ Date: _____

COLLEGE OF THE SEQUOIAS

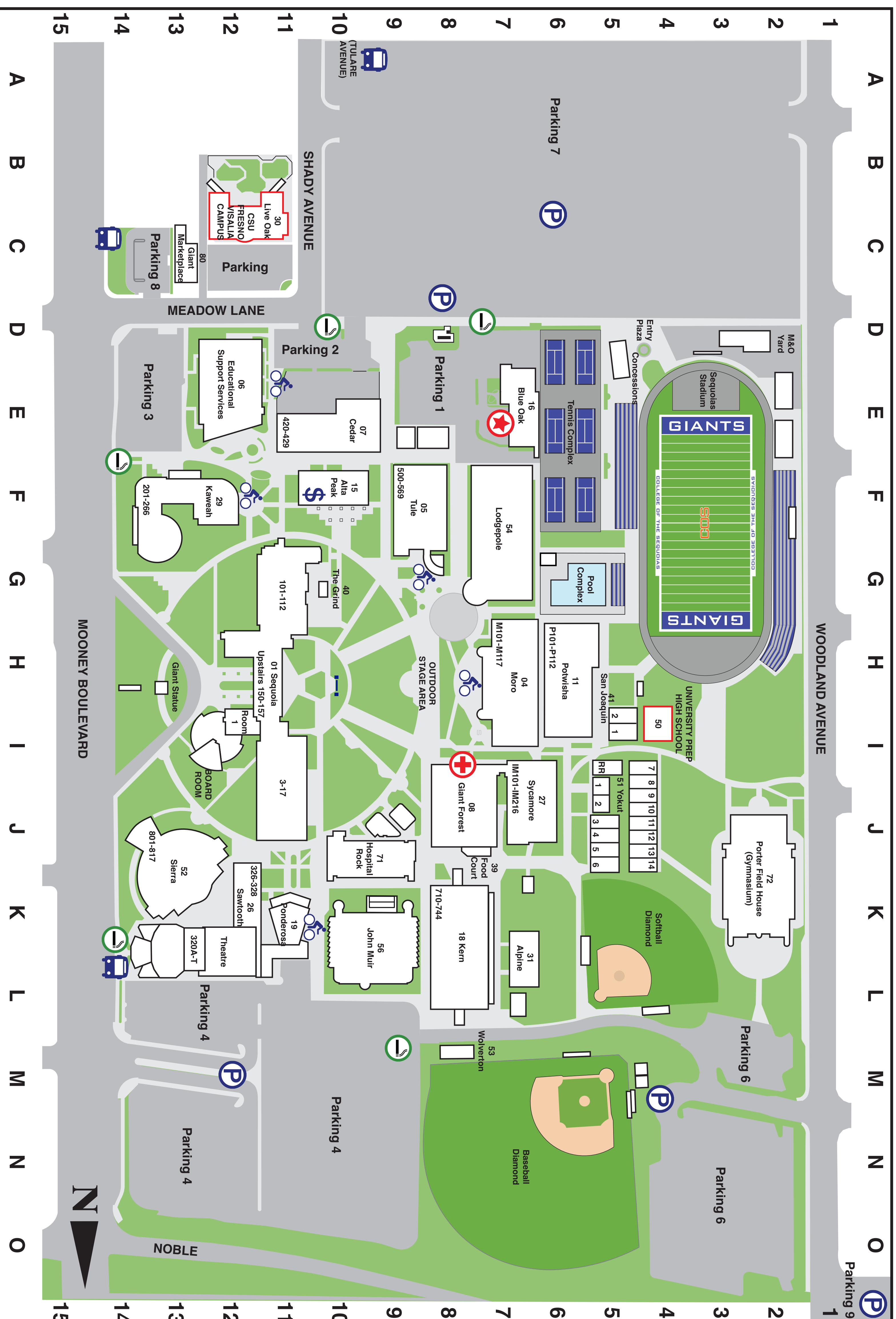
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Name	Grid
WELCOME CENTER	G-11
ADMISSIONS & AID	G-11
ADMISSIONS & RECORDS	G-11
CASHIER'S OFFICE	G-11
COUNSELLING	G-11
FINANCIAL AID	G-11

Name	Grid
STUDENT SUPPORT SERVICES	F-7
ACCESS & ABILITY CENTER	E-12
ACCESSIBILITY CENTER	J-8
BOOKSTORE	L-6
CALIFORNIA MINI-CORPS	G-11
CALWORKS	G-11
EOPS / CARE	G-11
FOUNDATION	H-11
GIANT DREAM CENTER	J-6
GIANT MARKETPLACE	C-13
INTERNATIONAL STUDENTS	G-11
LANGUAGE CENTER	E-12
LIBRARY/LEARNING RESOURCE CENTER	G-7
MESA	L-9
NEXTUP / YESS	H-11
PARKING / DISTRICT POLICE	E-7
PUEBTE PROJECT	F-9
STUDENT SUCCESS PROGRAM	J-6
TRANSFER & CAREER CENTER	J-11
TRIO	L-6
TUTORIAL SERVICES	E-12
VETERANS RESOURCE CENTER	G-11
STUDENT LIFE	F-10
CAFETERIA	G-10
THE GRIND (COFFEE HOUSE)	J-7
FOOD COURT	L-8
HEALTH CENTER	J-8
STUDENT ACTIVITIES & AFFAIRS	K-8
STUDENT EMPLOYMENT/WORK STUDY	J-8
STUDENT LOUNGE	K-8
WORK EXPERIENCE	K-8

Name	Grid
ARTS & EVENTS	F-13
ART GALLERY	K-11
PONDEROSA LECTURE HALL	H-12
ROOM ONE (CONFERENCE)	H-12
THEATRE (BOX OFFICE)	K-14
ACADEMICS	J-9
NURSING & ALLIED HEALTH	K-8
BUSINESS	C-12
CSU FRESNO, VISALIA CAMPUS	F-8
CONSUMER/FAMILY STUDIES	J-13
FINE ARTS	E-10
INDUSTRY & TECHNOLOGY	F-8
LANGUAGE ARTS	F-13
MATH & ENGINEERING	H-7
PHYSICAL EDUCATION	K-10
SCIENCE	J-6
SOCIAL SCIENCES	L-4
UNIVERSITY PREP HIGH SCHOOL	L-4

Name	Grid
DISTRICT ADMINISTRATION	H-12
PRESIDENT'S OFFICE	H-12
BOARD ROOM	H-11
HUMAN RESOURCE SERVICES	H-12
MARKETING & PUBLIC INFORMATION	H-12
PAYROLL	H-12
FACILITIES	E-7



BUILDINGS

No.	Name	Grid
01	SEQUOIA	H-11
04	MORO	H-6
05	TULE	F-8
06	EDUC SUPP SERVICES	E-12
07	CEDAR	E-10
08	GIANT FOREST	J-8
11	POTWISHA	H-6
15	ALTA PEAK	F-10
16	BLUE OAK	E-7
18	KERN	K-7
19	PONDEROSA	K-11
26	SAWTOOTH	K-13
27	SYCAMORE	J-6
29	KAWEAH	F-13
30	CSU FRESNO, VISALIA	C-12
31	ALPINE	K-7
39	FOOD COURT	J-7
40	COFFEE HOUSE	G-10
41	SAN JOAQUIN	L-5
50	UNIVERSITY PREP H.S.	L-4
51	YOKUT	J-5
52	SIERRA	J-13
53	WOLVERTON	M-8
54	LODGEPOLE	F-7
56	JOHN MUIR	L-10
71	HOSPITAL ROCK	J-10
72	PORTER FIELD HOUSE	K-2
80	GIANT MARKETPLACE	C-13

LEGEND

- DISTRICT POLICE
- HEALTH CENTER
- PARKING PERMIT MACHINE
- BUS STOP
- BICYCLE PARKING
- ATM
- DESIGNATED SMOKING AREA