

Oxnard College



STUDENT WORKER HAND BOOK

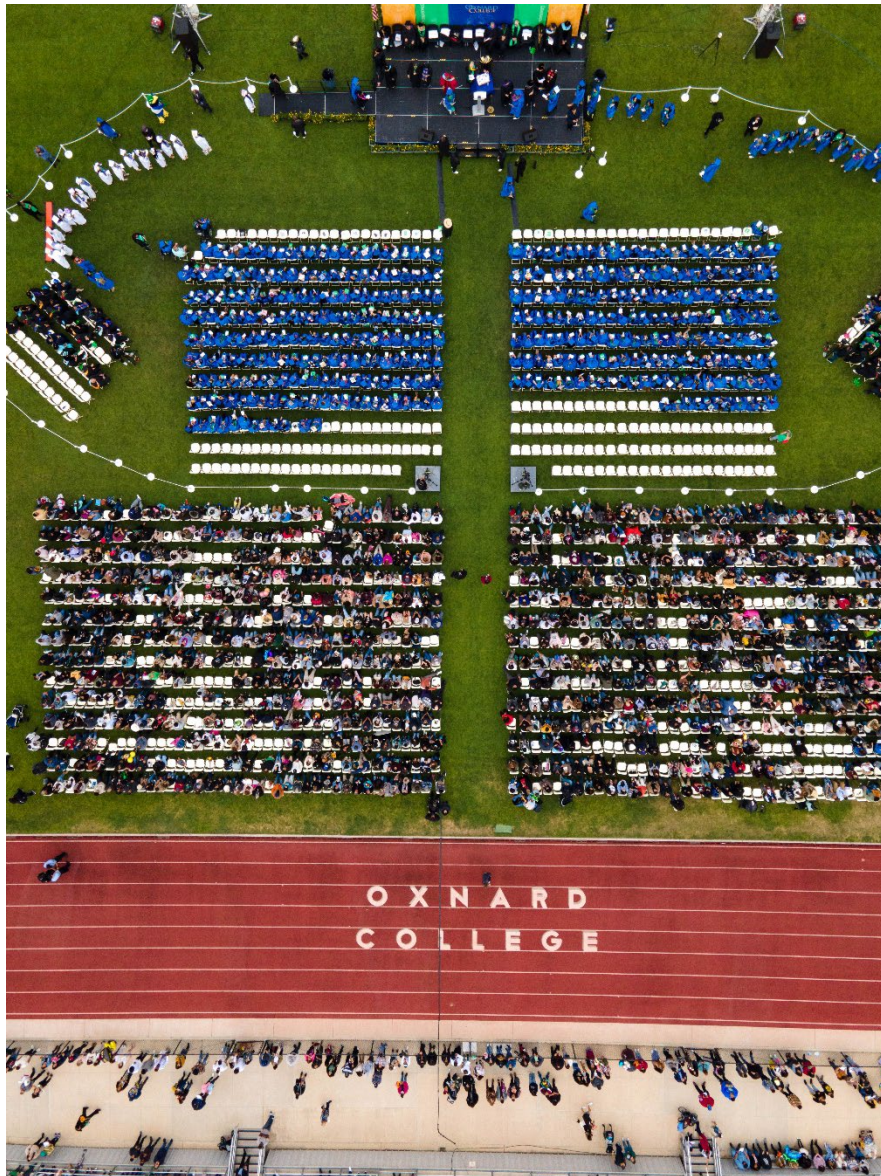


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WELCOME

Congratulations on your recent appointment at Oxnard College! We are thrilled to welcome you to our team. This handbook, crafted by student workers for student workers, is a comprehensive guide outlining the rules and requirements for employment at Oxnard College!



At Oxnard College, student workers play a crucial role in providing essential services and fulfilling responsibilities that often extend beyond the scope of classified or academic staff. We emphasize that student workers are valued contributors, here to learn and grow through their work experiences while respecting the distinct roles of classified staff members.

To ensure a smooth and enriching experience, this handbook serves as a valuable resource. Should you have any questions or concerns about its contents or student worker positions in general, please do not hesitate to reach out to your immediate supervisor at your worksite.

Once again, congratulations on your new role, and we look forward to your valuable contributions to the Oxnard College community.

Student Worker Definition

The Various Types of Student Workers

Federal Work-Study (FWS): If you've been approved for a financial aid allotment through FAFSA, you may qualify for FWS. You can easily confirm your FWS status by checking your financial aid portal. Some departments exclusively hire through the Federal Work-Study Program.

Department-Funded Student Worker: Certain departments have dedicated funding to bring on student workers. These opportunities extend beyond the limitations of the Federal Work-Study Program, offering a broader scope for student employment.

Dream Act Service Incentive Grant: Specifically designed for undocumented students, the Dream Act Service Incentive Grant is a grant program aimed at providing valuable opportunities for individuals pursuing their education.

Federal Work Study (FWS) Information

Federal Work Study (FWS) is a financial aid program designed to provide eligible students with a valuable opportunity for part-time employment. To qualify for the FWS program, students must demonstrate financial need through the Free Application for Federal Student Aid (FAFSA). The allocation of FWS funds operates on a first-come, first-served basis, prioritizing qualified students who maintain Satisfactory Academic Progress and are enrolled at least half-time.

Quick Overview:

- **Part-Time Employment While Enrolled:** FWS offers part-time employment opportunities for students actively enrolled in school.
- **Available to Both Full-Time and Part-Time Students:** Whether you're a full-time or part-time student, FWS is accessible to support your financial needs.
- **Administered by Participating Schools:** FWS is administered by schools participating in the program, ensuring seamless coordination between academic and work commitments.

Awards are determined by:

- **Application Timing:** The timing of the student's application plays a role in the allocation of FWS funds. The earlier you apply, the more likely you will receive a reward.
- **Level of Financial Need:** The amount awarded is influenced by the demonstrated level of financial need.
- **School's Funding Level:** Awards also consider the funding level of the school.

Pay & Hours

Pay: At our institution, student workers receive hourly wages based on the specific position they hold. As of 2023, the current pay rates are as follows:

Student Assistant I: \$15.50

Student Specialist I: \$15.87

Student Specialist II: \$16.75

Hours: The hours for student workers may vary depending on their position and work-study allotment. It's important to note that the maximum allowable work hours for a student are 20 hours per week, with a daily limit of 8 hours. However, during school breaks such as winter and summer, an extension of the 20-hour limit is possible for students not enrolled in summer classes. In these cases, the maximum hours per week can be increased to 30, provided the student obtains prior approval.

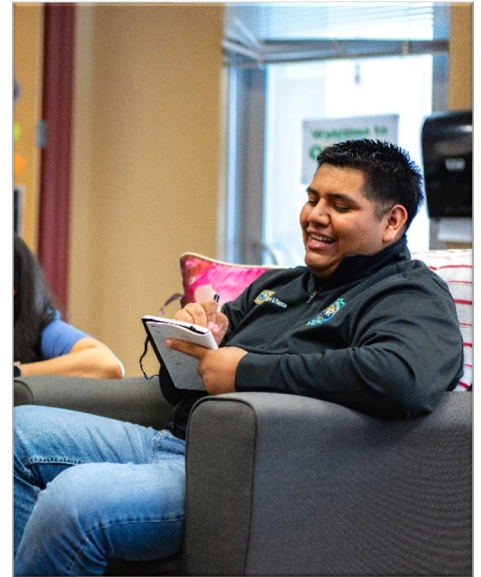
Oxnard College believes in providing fair compensation for the valuable contributions of our student workers. If you have questions about your pay or work hours, please contact your supervisor or the human resources office for help.

Timesheets

A timesheet for student workers serves as a crucial record-keeping document designed to track hours worked.

How to Access Your Timesheet: Your online timesheet is conveniently accessible through your MyVCCCD portal. Navigate to the left-hand side of the screen, under the title "Tools," and click on the "Employee Self Service" tab. In the dropdown menu, you'll find a button leading you to your digital timesheet.

Work Hour Limits: To maintain a healthy work-life balance, student workers are not permitted to log more than 20 hours per week or 8 hours per day. However, special circumstances may arise, allowing a student to work and log up to 30 hours per week. Further details on this can be found in the pay/hours section.



Student Rights & Responsibilities

As a valued student employee at Oxnard College, you are entitled to several key rights that contribute to a positive and inclusive work environment:

- **Harassment-Free Environment:** You have the right to work in an environment free from harassment and discrimination. Oxnard College does not discriminate on the basis of race, color, national origin, sex, disability, age, or sexual orientation.
- **Fair Compensation:** You are entitled to receive payment for the hours you dedicate to your work.
- **Flexible Work Schedule:** As a student worker, you are a student first. Oxnard College respects your commitment to education, and you have the right to a work schedule that accommodates your academic priorities.
- **Confidentiality:** Your work and academic records are treated with confidentiality in accordance with the Family Educational Rights and Privacy Act (FERPA).
- **Fearless Reporting:** You have the right to report concerns without the fear of retaliation.

- **Safe Working Environment:** Oxnard College provides a safe working environment, as outlined in the Student Conduct, Complaint & Grievance Title IX office.
- **Conflict Resolution Support:** You have the right to pursue grievance procedures and seek assistance in conflict resolution, as detailed in the Student Conduct, Complaint & Grievance procedures.
- **Break Periods:** You are entitled to a 15-minute break for every 4 hours of continuous work.

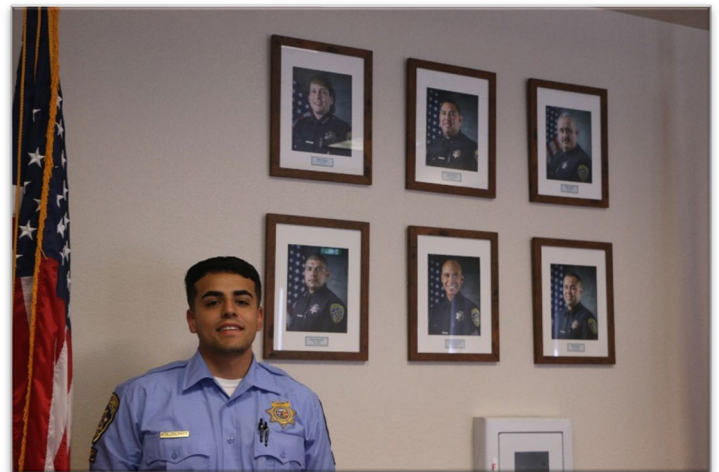
In fulfilling your role as a student employee, please also be mindful of your responsibilities:

- **Punctuality:** Arrive to work on time as discussed and agreed upon with your supervisor.
- **Communication:** Inform your supervisor promptly if you anticipate being late or unable to work due to sickness or emergencies.
- **Task Fulfillment:** Fulfill your assignments, duties, and obligations associated with your position.
- **Confidentiality Adherence:** Adhere to confidentiality requirements within your workplace.
- **Title IX Reporting:** Report any information related to Title IX, [SD2] as student workers are confidential mandatory reporters.
- **Notice of Termination:** Provide your supervisor with two weeks' notice if you choose to terminate your employment.

Safety

Oxnard College is committed to ensuring a safe and secure environment for all members of our community. The cornerstone of this commitment is our dedicated VCCCD Police Department station, which serves as the primary authority for law enforcement and campus safety at Oxnard College. Moreover, it operates under a memorandum of understanding with the Oxnard Police Department, specifically for investigating Part 1 violent crimes, sexual assaults, and hate crimes, as mandated by California Education Code Section 67381.

Location: You can find our Oxnard College Police Station conveniently located on the ground level of the Administration building at Oxnard College.





Property, Evidence, and Police Records

For lost-and-found property, contact the [Oxnard College Station](#).

For evidence and long-term safekeeping, contact the [Ventura College Station](#).

For police records inquiries, contact the [Police Services Office](#). To request a copy of a police report, submit an electronic [Request for Police Records](#)

Officers: Lieutenant Cesar Romeo, Email: cromero@vcccd.edu

Police Station Number: (805) 678-5805

Report Crimes in Progress: (805) 437-8444

Behavioral Intervention and CARE (Campus Access, Retention and Equality) Team (BICT) Form

A BIT/CARE Report is a form used to report other students for distressing or concerning behavior. Talk to your supervisor about filling a BIT/CARE report if you notice another student have change in physical or mental health, are concerned for their access to basic needs, suspect them of being a victim of abuse, or generally are concerned for their wellbeing. The form may also be used for disciplinary measures as well. For more information please visit the [BICT page on the OC website](#).

Professionalism

As a student worker, you are an example of your personal and professional identity in your role. Professional communication encompasses key elements such as transparency, effective interaction, and maintaining a positive mindset.



Communication Etiquette:

Reliability is a cornerstone behavior that enhances the strength and trustworthiness of your role as both a co-worker and a student worker. Being dependable for your colleagues and supervisors contributes to a positive and collaborative work environment.

Phone Etiquette:

- *Answering the Phone:* Promptly answer calls with a clear introduction, stating your name and department. For example, "Hello, this is [Your Name] from [Department]. How can I help you today?"
- *Speaking and Listening:* Articulate your thoughts clearly and maintain a friendly demeanor. Practice active listening, allowing the caller to finish before responding, and adopt a pleasant tone.
- *Saying Who You Are:* When initiating or returning calls, clearly state your name and the purpose of your call. For example, "Hi, this is [Your Name] from [Department]... I am calling about..."

- *Handling Many Calls:* If placing someone on hold, seek their permission first, and check in periodically. When transferring calls, provide the recipient's name and contact details, ensuring clarity.
- *Leaving a Voicemail:* Leave a concise voicemail including your name, department, and contact number. Speak slowly and clearly, indicating the purpose of your call.

- *Ending the Call:* Conclude conversations by offering further assistance or expressing gratitude. Phrases such as "Have a nice day!" or "Thank you for calling" add a courteous touch.

Appearance: While formal attire is not mandatory for student workers, maintaining a neat and respectful appearance is encouraged. Casual attire is acceptable, if it adheres to professional standards and avoids any offensive content. Wearing Oxnard College or other college/university merchandise is more than welcomed.

Netiquette: Online etiquette, or netiquette, is essential for fostering positive digital interactions. Be considerate and polite, think before posting, and communicate clearly. Protect your privacy, give credit when using others' work, and avoid overwhelming inboxes. Express your feelings in a kind and clear manner and be mindful of your tone online. Respect community rules, respond thoughtfully to feedback, and refrain from engaging in or tolerating cyberbullying or harassment. Finally, keep your devices and accounts secure for a safe online experience.

Trust: In addition to maintaining professional and friendly communication, two pivotal factors, safety and confidentiality, are paramount for a successful student/supervisor relationship. Demonstrating consideration for the well-being of the student worker, along with safeguarding sensitive data and documents, builds a foundation of trust that strengthens as the student continues to contribute to their role.



FERPA: [The Family Educational Rights & Privacy Act \(FERPA\)](#) safeguards the information and records of students progressing through their education. As a student worker, depending on your position, you may have access to this sensitive information. It is imperative to maintain confidentiality and security when handling these records. Be mindful of sharing your own student and worker information and consult your supervisor for any questions regarding FERPA policies.

More on FERPA: Oxnard College strictly adheres to the guidelines established by the Family Educational Rights and Privacy Act (FERPA). This federal legislation regulates access and maintenance of student records, affording students specific rights, including the ability to inspect their records, request amendments, and control disclosures of personally identifiable information.

Parents, spouses, and significant others do not inherently have the right to access student educational records. The college, in adherence to FERPA, ensures annual notification of student rights and provides mechanisms for [filing complaints with the U.S. Department of Education](#) regarding any alleged failures to comply with FERPA requirements.

Release Forms: For specific individuals (e.g., parents, spouse) seeking access to your records, release forms, such as the [Authorization for Release of Information](#), are available.

[Annual Notification of Student Right's under FERPA
Important Information for Parents and Guardians](#)

Behavior

Demonstrate Kindness and Respect:

Treat others with politeness and regard, regardless of differences.

Example: Always say 'please' and 'thank you' to your colleagues and listen when they speak.

Assume Responsibility for Actions:

Acknowledge mistakes and take steps to rectify them.

- **Example:** If you make a mess in the common area, clean it up and apologize. Taking responsibility is a sign of maturity.

Prioritize Punctuality:

Be on time for meetings and commitments.

- **Example:** If a meeting is scheduled for 2 PM, aim to be there a few minutes early. It shows respect for everyone's time.

Practice Clear Communication:

Express thoughts and ideas in a way that is easily understood.

- **Example:** When explaining a project, use simple language and visuals to ensure everyone grasps the key concepts.

Maintain Professional Conduct:

Behave in a manner that aligns with workplace expectations.

- **Example:** Even if you have a disagreement, keep the conversation focused on the task at hand and avoid personal attacks.

Resignation Procedure

Steps to Resignation:

Step 1: Notify Your Supervisor: Draft a written notice to inform your supervisor about your decision to resign. Provide a heads-up at least two weeks before your intended departure.

Step 2: Schedule a Meeting: Set up a meeting with your supervisor to discuss your resignation. During the meeting, talk about your transition plan, hand over your duties, and return any college property.

Step 3: Complete Paperwork: Take care of any necessary paperwork related to your resignation. This might include exit forms or other documentation required by your department.

Step 4: Address Finances: Responsibly handle any financial matters, such as returning borrowed equipment or settling outstanding payments. Ensure a smooth financial transition as you exit your role.

Step 5: Maintain Professionalism: Uphold a professional attitude throughout the process. This includes being punctual, courteous, and cooperative during your remaining time.

Step 6: Exchange Contact Information: Consider swapping contact information with colleagues to stay connected. Networking can be valuable for future opportunities.

Termination Procedure

Private Termination Meeting:

If you find yourself facing termination, start by having a confidential meeting with your supervisor. Seek clarity on the reasons behind the decision and understand the effective termination date.

Financial Insight:

Understand the financial aspects tied to your departure. Learn about the procedure for receiving your final paycheck and accessing any benefits. Address any uncertainties related to your financial transition.

Exit Interview Opportunity:

Take advantage of the opportunity to participate in an exit interview if it's offered. Use this platform to openly share your thoughts and feedback about your experience. This benefits both you and provides valuable insights for the organization.

Maintain Professionalism:

Uphold a consistently professional demeanor throughout the termination process. Adhere to college policies, treating the situation with respect and confidentiality.

Explore References and Transition Resources:

Familiarize yourself with the college's reference policy and inquire about available transition resources. This showcases the college's dedication to supporting your journey beyond this chapter and emphasizes the importance of a collaborative transition.

Potential Reasons for Termination (Not Related to Behavior): It's crucial to maintain good academic standing. Termination may be considered if a student's GPA falls below 2.0, especially for part-time students or those not meeting course passing requirements.

California Dream Act Service

Understanding the DSIG Program at Oxnard College

The California Dream Act Service Incentive Grant Program (DISG) provides an opportunity for undocumented students to gain valuable work experience through paid volunteer hours at a nonprofit or government organization within their chosen field of study. At Oxnard College, we are committed to fostering equity for all students, and as such, eligible student workers have the chance to contribute across various departments.

Payment Issuance Procedure:

DSIG workers are responsible for maintaining a service tracker, documenting completed tasks and corresponding work dates. Subsequently, the same supervisor who endorsed their initial application will verify these tasks. Once this step is completed, students can meet with an Undocu-Liaison Financial Aid Specialist and submit a DSIG payment request form.

Payments are issued in the form of a check, providing a secure means for students to deposit funds into their bank accounts. This streamlined process ensures that the hard work and dedication of DISG participants are duly compensated.

Code of Conduct and Grievances

Our Code of Conduct and Grievance policies ensure protection against capricious, arbitrary, unreasonable, unlawful, false, malicious, or professionally inappropriate evaluations or behavior by faculty, staff, administrators, or fellow students. This includes but is not limited to instances of harassment, sexual harassment, stereotyping, and discrimination (for more details, visit [Student Conduct, Complaint & Grievance](#)).

Student complaints may fall into one of three categories: Academic, Non-Academic, and Discrimination

Resolving Grievances:

As a student worker, we expect you to make a reasonable effort to resolve grievances and complaints informally before formally submitting reports. If necessary, consider the following routes for making reports:

- **Reporting Misconduct:** Report any misconduct of staff, faculty, other student workers, or college officials to their supervisors or department chairs. Refer to the director/resources for a [list of department chairs](#).
- **Title IX Office:** Report instances of sexual misconduct or discrimination through the Title IX office. If you are a victim of sexual harassment at Oxnard College, please do not hesitate to contact us.
- **Grievance Hearings:** If an issue cannot be resolved informally, you may submit requests for grievance hearings. This process is used to report both other students and employees of Oxnard College.
- **Criminal Misconduct:** In cases of criminal misconduct, such as harassment

or assault, please report to campus police located on the ground level of the administration building.

Your commitment to maintaining a respectful and secure environment is crucial. If you have any questions or concerns regarding the reporting process, feel free to reach out to the appropriate channels, and we will ensure your matter is addressed promptly and with care.

For information regarding Title IX contact:

Dr. Leah Alarcon, Acting Vice President of Student Development & Title IX Coordinator
4000 South Rose Ave

Oxnard, CA 93033

805-678-5195

lalarcon@vccd.edu



Resources

Department	Phone	E-Mail	Location
Academic Counseling	(805)678-5816	occounseling@vccd.edu	2nd floor SS
Associated Student Government	(805)678-5232		AA ASG
Cal Works	(805)678-5887	occalworks@vccd.edu	SS 240
Career Center	(805)678-5900	occareer@vccd.edu	A 119
Dream Resource Center	(805)678-5295	ocdreamcenter@vccd.edu	AA 109
Educational Assistance Center	(805)678-5830	oceac@vccd.edu	SS 118
Extended Opportunity Program and Services (EOPS)	(805)678-5827	oceops@vccd.edu	SS 254
First Year Experience (FYE)	(805)678-5952	octitlev@vccd.edu	CH 333
Student Business Office	(805)678-5811	ocsbo@vccd.edu	Outside SS
Student Health Center	(805)678-5832	ochealthcntr02@vccd.edu	SS 162
Trio Student Support Services	(805)678-5200	ocsss@vccd.edu	A131
University Transfer Center	(805)678-5837	octransfer@vccd.edu	A 113
Veterans Center	(805)678-5845		SS 264
Welcome Center	(805)6785907	OCInfo@vccd.edu	SS Lobby