Moreno Valley College
Student Employment Hire Slip
(Only Complete if making an offer of employment to a student)

Employment Type
*(check one: definitions below)
New ☐ Rehire ☐ Add Dept. ☐
Add Budget ☐ Transfer Dept. ☐

1. **Academic Year: 2020/2021** 2. **Student ID #:**_____ 3. **Student Phone #:**_____

4. **Student's Last Name**: _____ **First Name:**_____

5. **Hiring Dept/Site:** _____ **Last Four of Social:** XXX-XX-_____

6. **Pay Rate** (Refer to list of job titles): $_____ 7. **Position Title: STUDENT AIDE:** _____ (Refer to list of job titles)

8. **Student's Contact Email** _____

9. **Budget Code(s):** **Please mark the appropriate program/budget:**

☐ **MVC/RCCD Dept.:** 12-FZE-1190-0-7091-0304-2331 (75%)
12-FZE-1190-0-6460-0304-2331 (25%)

☐ **Community Service:** 12-FZE-1190-0-7091-0300-2331 (75%)
12-FZE-1190-0-6460-0300-2331 (25%)

America Reads
☐ **AMR:** 12-FZE-1190-0-7091-0301-2331

America Counts
☐ **AMC:** 12-FZE-1190-0-7091-0302-2331

Literacy
☐ **LT:** 12-FZE-1190-0-7091-0303-2331

☐ **Calworks II**: 12-FCW-1190-0-6020-4367-2331(75%)
12-FZE-1190-0-7091-0305-2331 (25%)

☐ **Calworks III**: 12-FCW-1190-0-6020-4367-2331(75%)
(Community Service) 12-FZE-1190-0-7091-0307-2331 (25%)

☐ **Department Budgets (supervisor to fill in if Department-Funded)**

1) _____

2) _____

3) _____

4) _____

***Employment Definitions (check appropriate type in box at top of the page)**
A **"New Hire"** is a student that has never worked as a student employee through RCCD. **If the student is a New Hire:** Please check **"New"** at the top of this form.
A **"Rehire"** is a student who has previously worked for as a student employee with the District. **If the student is a Rehire:** Please check **"Rehire"** at the top of this form & answer the questions below.

- Is the student **currently** working? ❑Yes ❑No **(If yes see the Add & Transfer sections below)**

An **"Add Dept."** is a student currently working in a department who wishes to seek employment in an **additional** department.
An **"Add Budget"** is a student currently working in a department and the supervisor wishes to add or change funding sources.
A **"Transfer"** is a student who wants to end his/her current job in a department and work in a new department.
If the student is transferring, what department is the student transferring from? _____

Approved for HIRE by SE OFFICE

DATE STAMP & SIGNATURE

10. Supervisor Please type initials indicating you have read and understand the following:

_____ I understand my student employee(s) must maintain a minimum half-time enrollment (6.0 units for Fall/Spring/Winter). I understand if they drop their enrollment below the requirements, they may be **asked to stop working immediately**.

_____ I understand my student employee(s) must maintain a minimum 2.0 cumulative GPA. I understand that if my student employee(s) GPA falls below a 2.0, **they will be dismissed from their position.**

_____ I understand that funding is subject to change which may result in my student employee being dismissed from their position.

_____ I understand that my student employee(s) are limited to working no more than 8.0 hour per day, and no more than 20 hours per week. Overtime is not allowed. Holidays are not allowed.

_____ I understand that I need to supervise my student employee(s) and they are not allowed to work alone, without supervision or "work from home."

_____ I understand that student employees cannot work until ALL paperwork is completed and processed by the Student Employment Office and written notification with an official hire date has been sent to me.

Student: *By signing below, I have read, understand and agree to the Terms and Conditions of Employment and the FERPA Confidentiality Agreement. I also understand that non-compliance of the FERPA Agreement and the Terms and Conditions of Employment may result in termination.*

Supervisor, by signing, understands this is an offer of employment to the student at the payrate above and is contingent upon final verification of the student's eligibility and CANNOT begin working or training for the position until written authorization and a hire date has been provided by the Student Employment Office.

Student's Signature: (indicates acceptance of pay rate and job title listed above): _____ **Date:** _____

Lead Direction may be provided by (name of staff or faculty member) _____**Ext:** _____

Supervisor's Name (Print): _____ **Extension:** _____

Supervisor's Signature: _____ **Date:** _____