

Title:	College Student Employment	
Purpose:	To establish policy, timetable and procedure for the College Student Employment Program.	
Issued by:	Employment and Personnel Services	Date: February 15, 2005
References:	Revised Charter of the City and County of Honolulu (RCH) §6-1103(e); CS Circular 757 (3-30-71) and as amended, 8-95 (7-20-95)	

I. POLICY

The College Student Employment Program provides gainful employment for college students, assists departmental staff with temporary help in professional/technical areas or clerical support and acquaints students with the City as an employer. Departments that hire students must stay within their budgetary allotments. The basis for exemption of students is RCH-6-1103(e).

II. GENERAL PROGRAM INFORMATION

A. Types of college student employment programs:

1. Summer College Student Employment – Students are employed on a full-time basis during the summer, the duration of which does not exceed 89 calendar days. Students may be employed on a less than full-time basis to allow for summer school or other valid reason.
2. Part-time College Student Employment – Students are employed on a part-time basis, not exceeding 19 hours per week, during the school year,

B. General requirements:

1. Students must be citizens, nationals or permanent resident aliens of the U. S. or non-citizens with proper work authorization.
2. Students must be legal residents of the State of Hawaii at the time of application.
3. Students must meet the applicable education and specialized requirements of the level of work for which they are hired as described in Section III, below.
4. Students hired under the Part-time College Student Employment program must be concurrently enrolled in an accredited post-secondary educational institution on at least a half-time basis.

C. Compensation:

1. Students shall be compensated according to the kind and level of work assigned and performed and the level of responsibility they assume.
2. Students shall be paid on an hourly basis.

3. Compensation rates for each level of work shall be determined by the Director of Human Resources, and is subject to annual review.

III. STUDENT EMPLOYMENT CATAGORIES

A. Assistant Student Aide:

- a. Performs basic office clerical or support services work.
- b. Education requirements:
 1. High school students who have attained junior or senior standing.
 2. Intent to register in an accredited post-secondary educational institution.

B. Student Aide I:

- a. Performs general office clerical or support services work.
- b. Education requirements:
 1. High school graduate or equivalent.
 2. Current enrollment in an accredited post-secondary educational institution on at least a half-time basis, or intent to register in the next regular semester.

C. Student Aide II:

- a. Performs work in recreation, engineering, planning or other established professional fields of work.
- b. Education requirements:
 1. Successful completion of at least one year of post-secondary education which leads to an undergraduate or graduate degree.
 2. Current enrollment in an accredited post-secondary educational institution on at least a half-time basis, or intent to register in the next regular semester.

D. For Student Aide III:

- a. Performs a variety of work in recreation, engineering, planning or other established professional fields of work requiring the application of basic principles, skills and knowledge in the applicable area of study.
- b. Education requirements:
 1. Successful completion of at least two years of post-secondary education which leads to an undergraduate or graduate degree.
 2. Current enrollment in an accredited post-secondary educational institution on at least a half-time basis, or intent to register in the next regular semester.
- c. Specialized requirements:
 1. For recreation positions, completed at least one summer in the City Summer Fun Program and received a satisfactory performance evaluation.
 2. For engineering positions, completion of some entry-level general engineering courses* as verified by the appointing authority.

3. For planning and other established professional fields of work, completion of some courses in the applicable area of study*, as verified by the appointing authority.

*Inclusion of other related courses may be made upon evaluation and approval by the Department of Human Resources (DHR).

IV. DEPARTMENT AND AGENCY RESPONSIBILITIES

- A. Submit a completed and authorized CS-C1 (Request for Employer-employee Personal Services Contract) eform in advance of the hiring date, and secure approval.

Note: A Personal Services Basic Contract Employer-Employee is not required for the college student employment program.

- B. Obtain names of applicants from DHR.
- C. Notify applicants of their selection and determine a start or hire date.
- D. As applicable, ensures the applicant meets suitability requirements. The applicant completes a suitability form DHR-EPS-1 and DHR-EPS-2 and submits it to the Department of Human Resources (DHR) for clearance in accordance with Employment Suitability Clearance policy at Chapter I-A-2.
- E. Obtain a completed Employment Eligibility Verification (I-9) within three business days of hire.
- F. Schedule students for orientation.
- G. Submit a Personnel Action Form (CS-17) to process the student's employment.