

REQUIREMENTS & REGULATIONS FOR PART- TIME DIVISION FUNDS EMPLOYMENT

All part- time Butte College student employees hired under Division funds:

1. Must be enrolled in and attending a minimum of six (6.0) units at Butte College during the fall and spring semesters (enrollment must be verified by the supervising employer). See 6 below for summer eligibility.
2. Must be approved by their employment supervisor and dean/designee.
3. Will be paid at the prevailing hourly wage as established by the Butte College Board of Trustees.
4. Are limited to a maximum of twenty (20) hours per week during fall and spring semesters, and a maximum of forty (40) hours per week during summer and breaks;(total hours for all on – campus jobs when combined).
5. Must submit to this authorization card with budget code and signatures to the Human Resources Office where they must complete all Human Resources documents (I-9, W-4, etc.) before work begins.
6. If employed during the summer, you must have been enrolled in at least six (6.0) units during the previous spring semester - or - be enrolled in at least three (3.0) units during summer semester.
7. Are exempt from FICA deduction during the fall and spring semesters. During the summer semester students are exempt if they are enrolled in at least three (3.0) units.
8. Students who work over eight (8) hours a day or forty (40) hours a week must be paid overtime.

For questions, call the Butte College Job Placement Office at (530) 895-2334.

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