

SI Leader Hiring Process:

1. Faculty must request SI Leaders for their courses each term via the online link provided by the SI Coordinator. **NO LATE REQUESTS WILL BE ACCEPTED. SI LEADER ASSIGNMENTS DO NOT “ROLLOVER”.**
2. SI Leaders selected by faculty must meet the minimum qualifications outlined in the SI Program policies and procedures and complete the online program application. SI Leader minimum qualifications will be verified by SI Program staff.
3. It is recommended SI Faculty select one to two “back up” SI Leaders in the event that his/her original selected SI Leader is ineligible, does not meet minimum qualifications, is unavailable during the assigned class, or may not complete the required hiring process.
4. Assigned SI Program staff will contact selected SI Leaders to complete an initial interview and all required forms and documentation for the hiring process. **All SI Leaders not currently enrolled at MVC are required to provide transcripts.** SI Program staff has the right of assignment and to deny hiring of any SI Leader.

Required Hiring Process:

1. Student Employee (SE) Packets
 - A. All SI Leaders enrolled in at least 6 units will be hired under SE
 1. Valid ID and Social Security card or valid authorization to work documentation
 2. Student employees are not allowed to work over 20 hours per week regardless of worksites and department assignments.
2. Intent to Hire Form (Required for all SI Leaders not currently enrolled at MVC)
 - A. The intent must be approved and completed by SI Program staff and signed by selected SI Leader.

Initial Approval Process:

1. Department Dean
2. Vice President of Academic Affairs
3. President
4. Human Resources
5. Budget Control (District Accounting Services)

Employment Paperwork

1. SI Leaders must meet with assigned HR Specialist to complete required hiring paperwork.
 - Online application and hiring packet
 - Fingerprints
 - TB Clearance
 - Valid ID and Social Security card or valid authorization to work documentation.
 - Board of Trustees (BOT) and MVC Student Employment Office – FINAL APPROVAL

Approval Checklist:

All non-classified, hourly SI Leader appointments must be BOT approved.

SI Leaders may not start working until approved by RCCD’s Board of Trustees and/or MVC’s Student Employment Office.

Final approval notifications are forwarded from HR and/or SE Office with an approved start date.

Student employees may not exceed 20 hours per week regardless of assigned departments and/or budgets.

Hourly, non-classified employees may not exceed 20 hours per week with MVC’s SI Program and may not exceed a total of 30 hours per week as a non-classified, short-term employee regardless of assigned departments and/or budgets. Non- classified, short-term employees may not work more than 160 days and/or 960 hours per academic year.

Deadlines for Requesting and Selecting SI Leaders

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| FALL | WINTER | SPRING | SUMMER |
|-----------------------|---------------------------|---------------------------|----------------------|
| June 30 th | November 30 th | December 15 th | May 30 th |

* NEW SI Leaders may not be requested for winter or summer terms.

No late requests will be accepted past the above due dates due to RCCD’s and MVC’s Student Employment Office required hiring processes and approvals. Submitted SI Leader requests **DO NOT** guarantee placement. SI Leader assignments are accepted and approved on a first-come, first-serve basis and are based on annual funding allocations. All SI Leader request forms must be submitted to SI Program staff by the fall and spring due dates for consideration. **SI LEADERS MAY NOT SELF-SELECT AND ASSIGNMENTS DO NOT ROLL OVER FROM TERM-TO-TERM.**