

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Career and Continuing Education

BULLETIN NO. 2
August 26, 1988

SUBJECT: EMPLOYMENT PROCEDURES FOR STUDENT AIDES

- I. Background
- II. Responsibilities of the School Administrator
- III. Forms Required
- IV. Miscellaneous Information

This revision supersedes the bulletin of the same number issued on July 1, 1981. The content has been updated to reflect changes in Division organization, policy, or procedure.

I. BACKGROUND

Frequent difficulties have been experienced with processing of student aides recruited by the community adult schools and the regional occupational centers. This bulletin is intended to serve as a guideline for the correct procedure to follow when requesting clearance of a student aide. Please use it as a reference.

II. RESPONSIBILITIES OF THE SCHOOL ADMINISTRATOR

A. The school administrator should:

1. Recruit in advance of need.
2. Be sure that the prospective employee is not permitted to work until the entire processing is completed. A two-week lead time should be allowed.
3. Send the "request for greenie" and a complete set of required forms to the Adult Fiscal Unit, Third Street Annex, Room 202.
4. Direct questions about a prospective employee with a conviction record to the Employee Relations Office, at (213) 625-6591.
5. Be sure that all required forms are completed. The Personnel Division, Department S, will not process assignments unless the entire set of completed forms has been received.

B. The school administrator should not:

1. Send the prospective employee to the administrative offices for processing unless the entire set of required forms accompanies that person or has already been processed.
2. Send the prospective employee to the Area Classified Assignment Office which processes classified personnel only. Student aides are unclassified positions.
3. Send the prospective employee to the administrative offices, unless he or she needs X-Ray verification and does not wish to get it at one of the Health Centers noted in III below. It is not necessary for the prospective student aide to be sent to 1320 West Third Street if all the necessary forms are completed--the forms may be forwarded through the school mail to the

appropriate office.

III. FORMS REQUIRED

A. For All Student Aides:

1. Form Application for Assignment as Student Aide
8415-7
2. Form Certification of Information
8203-26
3. Form Oath of Allegiance or Oath of Support
8204-6
4. Form Warrant Recipient Designation
60.467
5. Form Name and Address Card
8201-10
6. Form Withholding Exemption (Withholding is optional for full time
W-E or students - use W-4E for no withholding)
W-4E
7. Form State withholding allowance certificate
DE-4
8. Form X-Ray or Skin Test Verification (Verification may be obtained
8420-1 from Employee Health Centers listed in the Guide to Schools and
Offices)
9. Form Medical Consent Form
8418-4
10. Form I- Employment Eligibility Verification
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B. For Special Circumstances:

1. Permit to Employ and Work (If student is under 18 years of age)
2. Form Medical Consent Authorization for Minor Applicant and
8418-3 Employee (If student is under 18 years of age)
3. Form Report of Convictions (Applies under certain conditions - refer
6087 to Form 8203-26)
4. Food Handler's Certificate (Required for work in cafeterias. Can
be obtained at Employee Health Centers listed in the Guide to
Schools and Offices)

IV. MISCELLANEOUS INFORMATION

A. Other Reference Material:

1. Policy Guide E 19, Employment, Student Aides
2. Procedure Guide C 30 - "Employment Standards for Applicants with
Conviction Records"
3. Personnel Commission Memorandum No. 9, dated June 12, 1975 -
"Employment of Students"
4. Personnel Guide H 15 - "Policy Regarding Oath"
5. Office of Superintendent - Bulletin No. 42 (Rev.) - Child Abuse

B. Forms Supply

1. Forms are available from the School Fiscal Services, Business Service Center, at (213) 742-8143.

C. Completion of Forms

When the "Request for Greenie" is prepared, be sure to fill in the remark "full time student," as well as all the other information. Being a full time student is a requisite for the position of Student Aide, and the administrator must certify to this on the assignment request.

D. Personnel Office Responsible for Processing

Personnel Division, Department S, Room P-229, 450 North Grand Avenue, has the final responsibility for processing the assignment of Student Aides. The division offices, after approval of the division head, forward all papers to Department S. (Phone: (213) 625-6514)

For assistance, please telephone Liz Farragut, Principal Clerk, Staff Relations and Personnel Unit, at (213)625-6676.

**APPROVED: JAMES A. FIGUEROA, Assistant Superintendent
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