Status **Active** PolicyStat ID **20651324**

Origination	6/3/2026	Owner	Janet Nix: Chief Human Resources Officer
Last Approved	6/3/2026		
Effective	6/3/2026	Area	2.0 Human Resources
Last Revised	6/3/2026		
Next Review	6/2/2029		

Student Employment Eligibility: Conduct-Based Restrictions, 2.51 (Interim)

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PURPOSE

To support a safe, respectful, and professional work environment, this policy establishes eligibility standards for student employment based on recent findings of responsibility for serious violations of the Student Code of Conduct.

POLICY APPLICATION

This policy applies to all student employment positions, including Federal Work-Study, institutional student workers, and student leadership roles.

OPERATIONAL POLICY

As part of the student employment hiring process, the College will review relevant student conduct history when determining eligibility for employment.

Students who have been found responsible for certain high-level violations of the College's Student Code of Conduct within the twelve (12) months preceding a student employment application will generally be considered ineligible for student employment positions, unless an exception is granted through the review process outlined below.

This restriction applies to findings of responsibility for the following categories of misconduct, as defined in the Student Code of Conduct:

1. Threats, Intimidation, Coercion, Verbal Abuse, or Physical Abuse
2. Prohibited Harassment

3. Title IX Misconduct and Sexual Harassment
4. Theft or Misuse of College Property or Services
5. Disruptive Conduct

A. Review and Determination

- Eligibility determinations will be made through a review of conduct records maintained by the Office of Student Conduct in coordination with Human Resources.
- The College may consider the nature, severity, and recency of the violation, as well as the essential functions and environment of the position, when evaluating eligibility.
- Exceptions to this policy may be granted based on an individualized assessment and institutional need.

B. Appeal or Exception Request

Students who are determined to be ineligible under this policy may submit a written request for reconsideration. Requests should include relevant information regarding completion of sanctions, demonstrated behavioral change, or other mitigating factors. Final determinations will be made by Human Resources in collaboration with the Office of Student Conduct.

C. Authority and Cross-Reference

This policy is administered by Human Resources in partnership with the Office of Student Conduct.

For full definitions and descriptions of the code violations listed above, refer to the Student Code of Conduct.

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RELATED PROCEDURES

There are no related procedures.

RELATED POLICIES

There are no related policies.

RELATED INFORMATION

Student Code of Conduct

Job Postings for Student Employment would include the following:
Student employment eligibility is subject to review of conduct history. Students with a finding of responsibility for certain serious violations of the Student Code of Conduct within the past 12 months may not be eligible for employment.

POLICY HISTORY

Created 5/18/2026

Approval Signatures

Step Description	Approver	Date
President Approval	Lisa Rhine: Yavapai College President	6/3/2026
CHRO Policy Administration	Janet Nix: Chief Human Resources Officer	5/26/2026
Approval: Formatting & Admin	Stacey Hilton: Dean, Instructional Support	5/20/2026
Policy Owner Approval	Stacey Hilton: Dean, Instructional Support	5/20/2026

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