



University of Colorado  
Colorado Springs

## Student Employment Handbook

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## Preface

The employment of students at UCCS is intended to be of mutual benefit to students who want employment and to members of the UCCS community who need jobs performed. Student employment is a supportive service, at the same time it remains a complementary part of the educational process.

The objectives of this handbook are:

- To summarize the basic policies applicable to student jobs and employment.
- To familiarize student employees & employers with policies and procedures.

Suggestions and comments on policies should be addressed to the UCCS Office of Student Employment. Careful consideration will be given when recommendations for policy changes are made. Nothing in this handbook should be considered to create a contract of employment for any fixed term between any student employee and UCCS. This handbook is advisory only and UCCS reserves the right to modify, delete, or suspend any provision of this handbook without notice.

# Student Employment Office Information

Employment of students at the University of Colorado Colorado Springs is coordinated by the Office of Financial Aid, Student Employment, & Scholarships. The office serves students seeking part time and non-degree required full time jobs, on and off-campus, during the academic year, as well as the summer.

## **Office Student Employment**

Cragmor Hall, Room 104

**Phone:** (719) 255-3454

**Toll Free:** 1-800-990-UCCS (8227)

## **Office hours:**

Monday-Friday 8am-5pm

# Principles of Student Employment

All UCCS departments and off-campus work study contractors are required to adhere to the following procedures which have been outlined for the employment of hourly students, whether they are work study or non-work study employees.

The following principles of student employment were created as a result of:

- Generally accepted practices at the University,
- State and Federal work study programs that provide much needed assistance to the University's students,
- The position that a student employed by the University should be treated equitably, regardless of the source of funding

Those principles that are specifically prescribed by regulations are indicated below:

**The primary purpose of the University's student employment system is to provide financial assistance to University of Colorado students.**

- The University will make an effort to respond to the employment needs of students to enhance their educational or career objectives.
- The primary role of a student is to earn an education; student employment complements and supports students in this pursuit.
- Compensation for students shall reflect a wage rate commensurate with the duties and responsibilities of the position. Student employees are not eligible for benefits.
- The University of Colorado Colorado Springs is committed to creating and maintaining a work and study environment for faculty, staff and students that does not discriminate on the basis of race, color, religion, sex, age, political affiliation, national origin, sexual orientation, disability, or veteran status. In addition, all employees, faculty and students must be allowed to work, study, and teach in an environment that is free of discrimination and unlawful harassment .
- Student employment at the University supplements rather than supplants the work of regular University employees. Student employees cannot be used to displace regular, non-student employees.

# UCCS Policy Statements

## 1.) Affirmative Action & Equal Opportunity Policy

The University of Colorado ensures equal employment opportunity for all employees and applicants for employment at the University of Colorado.

In accordance with applicable federal and state law, and Article 10 of the Laws of the Regents, the University of Colorado does not engage in employment discrimination against any employee or applicant for employment on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation, or veteran status.

The University of Colorado ensures nondiscrimination in employment matters pursuant to the following federal and state laws: Title VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Title I and V of the Americans with Disabilities Act of 1990, as amended, Sections 501 and 505 of the Rehabilitation Act of 1973, the Civil Rights Act of 1991, the Uniformed Services Employment and Reemployment Rights Act of 1994, the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, and Colo. Rev. Stat. § 24-34-401 et seq.

In addition, to the extent permitted by law, the University of Colorado takes affirmative action to employ and advance in employment qualified women, people of color, individuals with disabilities, and veterans. The University of Colorado takes affirmative action pursuant to its obligations as a federal contractor under the following federal laws and regulations: Executive Order 11246, the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, and the federal regulations found at 41 CFR §§ 60-2, 60-250, 60-300 and 60-741.

[Click here for the complete Administrative Policy.](#) For more information contact the Office of Institutional Equity at 719-255-4324.

## 2.) Discrimination/Harassment/Anti-Retaliation Policy

The University of Colorado is committed to maintaining a positive learning, working and living environment. The University does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation, or veteran status in admission and access to, and treatment and employment in, its educational programs and activities. (Regent Law, Article 10). In pursuit of these goals, the University will not tolerate acts of protected class harassment or related retaliation against or by any employee or student.

UCCS operates under policies that prohibit discrimination and harassment. This APS [policy](#) (1) provides a general definition of prohibited acts of discrimination, harassment, and retaliation; (2) defines the obligations of members of the University community not to engage in these forms of prohibited conduct and to report instances of misconduct; and; and (3) sets out procedures to follow when a member of the University community believes a violation of the policy has occurred regarding a complaint. Individuals who violate this policy may be disciplined or subjected to corrective action, up to and including termination or expulsion.

Students, staff and faculty who desire information, have questions about procedures, or feel that they have been the subject of prohibited discrimination, harassment, or retaliation are encouraged to seek advice and counsel from The Office of Sexual Harassment & Discrimination at 719-255-4324.

### 3.) IT Security Policy

The IT Security Policy serves as the core for the University's IT security activities and provides general guidance to the computing community on ensuring the privacy of personal information and the availability of University information and IT resources. [This Administrative Policy Statement](#) encompasses all IT Security-related requirements.

### 4.) Student Employment Email Procedure

#### Introduction

- A. The purpose of this procedure is to establish the requirements, restrictions on, and guidelines for the usage of university email accounts assigned to student employees at UCCS.
- B. To ensure that student employees conduct University business only through student employment email addresses, the University requires student employees to use an assigned student employment email account rather than their student email account. Requiring student employees to use an employment email account keeps personal emails separate from the student's employment with the University, limits the need to suspend usage of student email accounts that were used in an employment capacity, and appropriately limits data access post-employment.
- C. Additional procedures regarding student employment are available in the [UCCS Student Employment Handbook](#) on the [Student Employment website](#).

#### A. Procedures

##### 1. Student Employment Email Account Requirements:

a. Departments/supervisors shall provide student employees with one of the following employment email account options upon hire:

i. A general department/office/program email that is not assigned to any individual student employee and can be used by multiple employees simultaneously (Shared Mailbox).

a. The procedures to request a general department/office/program email can be found here: <https://www.uccs.edu/oit/services/identity-and-access/deptaccounts>

ii. A unique employment email account that will be assigned to an individual student employee upon hire and revoked upon employment termination.

a. The procedures to request a unique student employment email account can be found here:



<https://www.uccs.edu/oit/services/identity-and-access/stuempaccounts>

b. All student employees shall use the specific student employment account option as assigned for their professional/employment purposes for University business. Student employees shall not use their student email account or any other non-University email account for their professional/employment purposes with the University.

2. Consequences:

a. Departments/supervisors shall comply with this policy and shall communicate this policy to their student employees. Failure to obtain, maintain, and/or revoke student employment email accounts may result in departments losing the ability to hire student employees.

b. In cases where a student email account has been used in an employment capacity by a student employee, the University may revoke that account and issue a new University email account to the student.

## **5.) Student Employment Minimum Enrollment and Maximum Work Hours Policy**

The University's policy on Student Employment sets certain requirements, restrictions, and guidelines for the employment of UCCS students utilizing any University of Colorado financial source (i.e., fund, speedtype) regardless of whether the student is engaged in work on campus or off campus. This policy is in compliance with the Internal Revenue Service which considers the University of Colorado, which includes the Anschutz, Boulder, Denver, and Colorado Springs campuses as well as the CU system office as one employer.

The purpose of this policy is to establish the requirements, restrictions on, and guidelines for the hiring of and work hours assigned to student employees at UCCS. This policy also directs certain departments in the creation of departmental procedures to ensure adherence to the policy. This policy is necessary to support the University's commitment to student academic excellence. UCCS understands student employees are students first and employees second. As such, attention to academic success, retention, and persistence to graduation are the primary reasons the University provides student employment. Second, this policy is to ensure that the UCCS campus adheres to University, state, and federal laws, rules and regulations.

Effective 7/1/2014- In general, the new policy requires the following:

- Enrollment requirements
  - To be eligible for student employee positions, an undergraduate student must be enrolled in a minimum of 6 credit hours (generally two courses)
  - To be eligible for student employee positions, a graduate student must be enrolled in a minimum of 3 credit hours (generally one course)

- Extended studies courses (courses not eligible for state funding) may not be used to meet the minimum enrollment requirements
- Students may work a maximum of 25 hours per week (or maximum of 50 hours per bi-weekly payroll period with no single week exceeding 40 hours) during the student employment defined 20 week fall and 20 week spring semesters (40 hours during the 12 week defined summer semester) See the work semester calendar here.
- Students with multiple positions on campus and/or at any CU campus or system office cannot exceed 25 hrs/wk (40 hrs/wk in the summer) with all work hours for all positions combined

[Click here for the complete Administrative Policy](#)

## 6.) Records Policy

1. Departments must maintain a personnel file for all employees. This file will contain all employment material related to the individual and will be retained by the department for five years following the student's termination of employment with the department. After five years, the file may be returned to the Student Employment Office for further processing. [State of Colorado records policy.](#)
2. The file contains:
  - [Check-in procedures form \(for initial hires\)](#)
  - All [Student Employee Position Offers](#)
  - Timesheets
  - Signed electronic signature statements (both student and supervisor if on campus)
  - Evaluations
  - Student class schedules for each semester worked
  - [Check-out form](#) (upon employee separation/termination)
  - Termination letters or resignation documentation
3. Work time will be entered, approved, and maintained in the MyLeave system (any proposed alternative must be approved by the Student Employment Office). All supervisors will be asked to provide/access student employee time collection information each year during their departmental audit.
4. The student's file is open to the employer, the student, and the Student Employment Office. Unless otherwise required by state or federal law, the University will not release the student's file without written consent of the student.

## 7.) Volunteering

The Fair Labor Standards Act of 1938, as amended in 1985, made it clear that people are allowed to volunteer their services to public agencies and their community with but one exception - public sector employers may not allow their [employees to volunteer](#), without compensation, additional time to do the same work for which they are employed. Student employees should not volunteer for any service that is similar to the work they do as employees. Questions on a per student basis should be directed to the Office of Student Employment at 719-255-3454.

## 8.) Off-Campus Job Postings Disclaimer

*Regarding off-campus jobs posted using SEAN (online job search service)*

Because off-campus non-work study employment opportunities are not under the jurisdiction of UCCS, the University assumes no obligation for verification of job standards, continued employment, or affirmative action procedures of off-campus employers.

Please be aware of potential job posting scams. Any off-campus position is outside of UCCS's jurisdiction and, as such, the University assumes no liability or obligation in verifying validity of postings. If you become aware of any fraudulent job posting, please inform the Office of Student Employment.

The Office of Student Employment at the University of Colorado Colorado Springs acts only as a referral service. We make no recommendations or guarantees about the positions and employers listed through our office. Due to the volume of jobs received by Student Employment, we are unable to research the integrity of every position listed. Therefore, students are urged to take on this responsibility themselves. We encourage you to use common sense and caution when applying for positions, especially when applying for positions off-campus. If a potential employer asks you to participate in an activity that makes you uncomfortable in any way, don't do it. You may also wish to check with other services that rate business, for example the local Better Business Bureau.

## **9.) Motor Vehicles**

Policy of the University of Colorado Colorado Springs ("UCCS" or "University") to establish requirements for the acquisition, use and operation, and disposal of University Vehicles, including required processes when motor vehicle accidents occur.

<https://www.uccs.edu/vcaf/sites/vcaf/files/inline-files/400-007.pdf>

## **10.) Training Requirements**

There are three required trainings that all student employees must complete within 60 days of hire. The first two can be accessed through the [MyUCCS Student Portal](#).

- 1. CU- Discrimination and Sexual Misconduct**
- 2. CU- Information Security and Privacy**
- 3. CU- Fiscal Code of Ethics**
- 4. Conflict of Interest Disclosure**

These trainings are required of all University employees. Some employers may require additional trainings.

## **11.) Grievance Policy for Student Employees**

Please review the policy carefully and share it with all persons in your department who supervise student employees. Also share this policy with your student employees. It is essential that this policy is followed in student employee grievance situations.

### **I. INTRODUCTION**

- A.** This grievance process is to serve as an effective method by which student employees may attempt to address and resolve workplace disputes at UCCS. This grievance process is designed to address and resolve problems, not be an adversarial process. The

grievance process is not legally required and does not create any rights that students can legally enforce.

## II. GENERAL PRINCIPLES

- A. **Initiation of Grievance:** The employee must initiate the grievance within ten calendar days from the date of the action or occurrence that forms the basis of the grievance, or within ten calendar days after the employee has acquired knowledge of, or reasonably should have acquired knowledge of, the action or occurrence that forms the basis of the grievance.
- B. **Discrimination/Harassment/Retaliation:** This process is appropriate for resolution of all employment matters that are not considered discrimination, harassment, or retaliation. Any complaints of discrimination, harassment, or retaliation should be directed to the Office of Sexual Harassment and Discrimination as described on Pages 4 and 5 of this handbook.
- C. **Role of Student Employment Office:** The parties shall provide copies of all documents filed or exchanged during the course of the grievance process to the Student Employment Office, which shall track and facilitate the processing of all grievances.
- D. **Mediation:** If either party to a grievance wishes to use mediation, the other party must participate and the time limits governing the grievance process are suspended pending the outcome or discontinuance of the mediation.
- E. **Time Frames:** Time frames designated in the grievance process below may be waived or modified if agreed to by both parties.
- F. **Moot Grievances:** If an employee's employment at UCCS ends while his or her grievance is pending, the grievance shall be considered moot and be dismissed without further processing.

## III. ACTIONS SUBJECT TO GRIEVANCE

- A. Not all of UCCS's decisions affecting a student employee are subject to grievance. For example, a supervisor's decision to assign particular work duties to a student employee does not significantly affect the terms and conditions of employment and would not be appropriate for resolution by grievance. While not exclusive, the Student Employment Office will accept grievances related to the following employment decisions that significantly affect the terms and conditions of employment: (1) performance evaluations where the employee is found "below expectations"; (2) placing an employee on probation for misconduct or poor performance; (3) demotion; (4) suspension; or (5) termination of employment. If the Student Employment Office determines a grievance does not significantly affect the terms and conditions of employment, it shall advise the student employee and the employee's supervisor of its determination.

## IV. PROCEDURE FOR INITIATING AND PROSECUTING EMPLOYMENT GRIEVANCES

This process provides two steps for employees to pursue in resolving their grievance. An employee must complete each step before initiating the next step.

**Step I – Informal Grievance Level.** To initiate a grievance, an employee shall notify his or her supervisor, or the individual serving at the lowest management level capable of providing effective relief for the employee's grievance. An informal discussion shall be held between the employee and his or her supervisor (or other individual capable of providing relief) to attempt to resolve the employee's grievance. The employee shall be informed in writing of the decision within seven calendar days after the informal discussion. The decision reached at this step shall be binding upon the parties unless the employee elects to proceed to Step II, the written grievance level, detailed below. If a

timely decision is not issued, the employee may proceed to Step II of the grievance process.

**Step II – Written Grievance Level.** Within five calendar days after receipt of the informal decision, the employee may initiate the written grievance level by reducing the grievance to written form and submitting it to his or her appointing authority. Only the issues set forth in the written grievance shall be considered thereafter. At the option of the appointing authority, a meeting may be held to discuss the employee’s grievance. The employee shall be informed in writing of the appointing authority’s decision within seven calendar days after the meeting or the filing of the written grievance if no meeting is held. The appointing authority’s decision is final.

Alternate Decision Makers. If the subject of the employee’s grievance is the employee’s appointing authority, or the appointing authority was involved in the informal discussion as a part of Step I, the appropriate Assistant/Associate/Vice Chancellor shall render the final decision at the Step II level. If the subject of the employee’s grievance is an Assistant/Associate/Vice Chancellor, the Chancellor, or their designee, shall render the final decision at the Step II level.

## **12.) End of Employment**

### ***General Termination Policy (Work-study & Student Hourly Employees)***

Students are ‘at will’ employees, this means the hiring department or the student can terminate a position at any time. Because at-will employees may be terminated at any time for any lawful reason, a supervisor does not have to demonstrate “cause” before terminating employment. Nonetheless, UCCS considers the following types of misconduct as severe and advises all student employees that engage in these acts that these actions will normally result in termination:

- Lack of performance or attendance
- Violation of UCCS policies (these violations may constitute immediate termination)
- Physical or verbal abuse, threatening behavior
- Theft
- Falsely reporting time worked
- Being at work under the influence of alcohol and/or illegal substances
- Unauthorized or fraudulent use of equipment and/or property
- Disclosure or use of confidential information for any reason

In instances where a student employee’s misconduct is not severe or can be remediated, UCCS recommends, but does not require, a supervisor to counsel the student employee before discharge. When appropriate, supervisors should inform student employees of unsatisfactory performance or behavior and provide the student employee an opportunity to correct it. We also encourage the employer to offer training to the employee to assist them in completing their job duties. Employers should be specific about what is expected from the student employee.

If you have any questions please contact the Student Employment Manager, Shannon Cable, at 719-255-3454 or [shuddles@uccs.edu](mailto:shuddles@uccs.edu) .

# Definitions

## **Employee**

An employee, as used in this handbook, is a work study, no-need work study student, or an on or off-campus hourly student. Employee is used to reference all types of student employees.

## **Employer**

An employer is an on-campus department or off-campus work study employer.

## **On-Campus Hourly (student hourly)**

Hourly non-work study on campus employment.

## **PDW**

[Personal Data Worksheet](#) - generated by Student Employment Office gives pertinent information needed to process a new hire, including student name, social security number, hourly wage, employer number that allows a student to be paid.

## **Regular part-time and full time**

For student working on-campus full-time is defined as working 40 hours per week, and part-time is working less than 40 hours per week. The work week at UCCS will begin on Sunday and end on Saturday.

## **SEAN**

Student Employee Assistance Network System (SEAN) is a computerized listing of current job openings, both on and off-campus. You may access SEAN at [seans.uccs.edu](http://seans.uccs.edu).

## **SEPO**

[Student Employee Position Offer](#) - completed by the department upon hiring a student employee to set-up the parameters (i.e. wage, speed type) for that position. **Submitted to Student Employment office no later than the first day of work for the student.**

## **Temporary Odd Job**

Hourly, on or off campus non-work study employment that is intermittent or on-call, e.g., catering or moving and that lasts for a short duration.

## **Work study (Need-based)**

A government-funded financial aid program in which hourly pay is subsidized in part by Federal, State, or Institutional funds. Most work study is part of the financial aid program, and a student must apply and qualify for financial aid through the Free Application for Federal Student Aid (FAFSA) to be considered for need-based work study. The employer will pay 26 percent of the work study earnings for the current award year and thereafter. Off-campus work study employers also pay an additional 2 percent for Worker's Compensation Insurance and a 7% administrative/handling fee.

## **Work study (No-need)**

No-need work study is employment that is not based on need. No-need work study may be granted to undergraduate students attending at least half time (6 credit hours). It is only awarded once a year through an application, prior to the fall semester, by a computerized random selection.

# Types of Student Employment & Qualifications

## 1.) *Need-Based Work study*

To qualify for participation in the need based work study program, students must first complete the Free Application for Federal Student Aid (FAFSA) and have need determined by completing the aid process. Please note that the completion of the FAFSA is a yearly process. [Click here for more information on how to apply for aid.](#)

To qualify for need based work study student employment a student must:

- be eligible and awarded a work study award based on the current years FAFSA information including need (expected family contribution EFC), priority date, and selecting “Yes” to work study interest question.
- be currently enrolled in a degree program and plan
- meet financial aid Satisfactory Academic Progress standards
- be enrolled at least half-time - - half-time enrollment status for undergraduates is a minimum of 6 credit hours and for graduates it is a minimum of 3 credit hours (both require this minimum for fall/spring/summer semesters)

	Fall and Spring
Undergraduate	6
Graduate	3

## 2.) *No-Need Work study*

No-need work study is program funded by the State of Colorado to assist students without financial need as determined by the FAFSA find employment. Applications are available starting one month before fall classes begin. No need work study positions are awarded by a computerized random selection process and are awarded for fall and spring semesters only.

To qualify for participation in the no-need work study program, students must meet the following criteria:

1. Be eligible for regular resident tuition (students who have resident tuition due to military or Olympic exceptions are not regular residents and therefore are not eligible)
2. Be an undergraduate
3. Be accepted in a degree program and plan
4. Be enrolled for a minimum of 6 credit hours
5. Be meeting Satisfactory Academic Progress (SAP) Standards

## 3.) *Special Regulations Relating to Work study Employers and Employees*

- ***Work study awards are paid at 26% departmental/off-campus organizational share and 74% federal, state, or institutional share.*** Exceptions for these rates are any student employed

under the America Reads program and those employed using the Departmental Work study program.

- **Work study students may have only one work study job per semester.** If the work study student employee quits or is terminated they may not get another work study job until the following semester; any unused portion of their award for that term is forfeited.
- **Work study awards are semester/term based and are limited to the award amount.** Award amounts cannot be carried forward into the next term or carried back into a previous term.
- **Supervisors must not permit work study employees to exceed allowable earnings unless they are willing to pay 100% of wages beyond the work study award.**
- **Work study student employees cannot work during scheduled class periods.** To ensure students do not work during classes a class schedule is required to be kept in a work study student employee's file for each term they work. The schedule should include meeting days and times.
- **Brand new incoming work study student employees who have never attended a class at UCCS may not begin working until they have attended their first class.**
- **Work study employment must not displace employees (including those on strike) or impair existing service contracts.**
- **Work study positions must not involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction.**
- **Work study awards are subject to change.** Work study student employees and their supervisors should be aware that work study awards are subject to change as they depend on a student's financial aid status at any given time; it is the responsibility of the student and supervisor to keep track of a student's award amount. The work study student employee should notify the employer immediately of any changes made to his or her award amount and discuss with the employer, what, if any, work schedule changes will result as a result of the award change.
- **Neither UCCS nor an off-campus employer that has an agreement with UCCS to hire work study students may solicit, accept, or permit the soliciting of any fee, commission, contribution, or gift as a condition for a student's work study employment.**
- **Work study awards may not be awarded to a student every term.** Work study student employees and employers should be aware that work study awards are awarded annually based on the FAFSA.
- **Off-campus work study employers must mail or bring original copies of off-campus timesheets to the Office of Student Employment so that they are maintained by UCCS.** We will accept timesheets via confirmed email address during payroll processing but will require all original timesheets to be sent to the Office of Student Employment within 30 days and require each off-campus employer to maintain a duplicate copy in their student personnel file.

For complete state and federal workstudy regulations visit:

- State regulations- <http://highered.colorado.gov/Finance/FinancialAid/Educators.html>

- Federal regulations- <http://www.ifap.ed.gov/ifap/> and click Current Handbook>Volume 6

#### **4.) On-Campus Employment**

To qualify for on-campus hourly employment, a student must be either currently enrolled in a degree program at least half-time.



## Student Hourly Requirements

	Fall and Spring
Undergraduate	6
Graduate	3

### ***\*Summer Hourly Employment Enrollment Exception***

For purposes of summer employment, a student may be employed without being enrolled if he/she was enrolled at least half-time in the spring semester and the student demonstrates intent to return to UCCS the following fall semester.

### ***\*Pre-Semester Hourly Employment Enrollment Exception***

Additionally, new students who intend to pursue a course of study beginning in the next scheduled enrollment opportunity may pursue employment with the university one semester before enrollment. To be eligible for pre-enrollment employment, the student must provide the hiring authority with proof of acceptance by the institution or have confirmed enrollment for the next semester.

***Student employees cannot work during scheduled class periods.*** To ensure students do not work during classes a class schedule is required to be kept in a student employee's file for each term they work. The schedule should include meeting days and times.

### ***4.) Off-Campus Regular Employment***

Off-campus regular employment is work with non UCCS affiliated employers. To qualify to view off-campus non-work study employment on [SEAN](#) (UCCS online student job search site/job location and development program), a student must be currently enrolled in one credit hour.

### ***5.) International Students***

International students in the United States with a Student Visa (e.g. F1 Visa), may work on-campus as a non-work study for a maximum of 20 hours per week while classes are in session. Up to 25 hours per week may be worked during the fall and spring work term when classes are not in session (work is on-campus as a non-work study employee). Over the summer work term up to 40 hours per week may be worked (work is on-campus as a non-work study employee).

## Hiring Procedures

To provide all students with access to information regarding student employment opportunities, all hiring departments must comply with the requirements described in the following paragraphs.

### Job Posting

All current job openings are listed online on [SEAN](#) (Student Employment Assistance Network ). Students may access SEAN from any computer with internet access. This service is strictly self-referral. If a student is hired for an on-campus position, the student must complete appropriate paperwork in the Student Employment Office. Any student with questions about SEAN should contact the Student Employment Office.

All University employers are required to list hourly job vacancies with the Student Employment Office using SEAN. Each vacancy must be listed for a minimum of three (3) days before a student can be hired. The Director Student Employment is authorized to require adherence to this policy.

### Applying for a Job

After consulting [SEAN](#), eligible students must apply for each specific position by contacting the department or company/organization and following the application instructions contained in the job posting. All interviews are completed by employers.

Students should apply only for positions for which they meet the eligibility requirements. If a student does not have a work study award, and is not eligible for work study, the student should not apply for “Work study Only” positions. The Office of Student Employment assists students in determining the positions for which they may be eligible, but the student is ultimately responsible for ensuring that he or she is eligible for the position. Any student awarded a work study award will have to accept the award their award on their [MyUCCS Portal](#) before they will see work study positions listed on SEAN.

***\*Students who are awarded need-based or non-need based work study may apply for a work study position beginning three to four weeks before the start of each semester and throughout the year thereafter. Student Hourly Positions are posted at any time and throughout the year.***

### Removing a Job Posting

Employers remove their postings using SEAN. If there are difficulties employers can contact the Student Employment Office at 255-3454 or at [stuemp@uccs.edu](mailto:stuemp@uccs.edu) .

### Hiring a Student Employee

- I. The employer must use [University Student Job Categories](#) and hourly rates associated with those job categories to determine job title (student assistant level) and base rate of pay. The selected job category must reflect the actual duties the student is to perform.
- II. The employer must post an open position on [SEAN](#) for a minimum of three days.
- III. Background checks will be required, the employer must list this requirement in the job posting. When the employer requires a background check, the employer may offer a student a position contingently upon the satisfactory completion of the background check. It is the supervisor’s

- responsibility to refer to the [University of Colorado Colorado Springs background check policy](#) and require a check.
- IV. The employer will conduct interviews with students. A student who is not hired may be advised to continue their job search via SEAN.
  - V. When a decision to hire is made, the student must complete [initial hire paperwork](#) if he or she is a brand new hire to UCCS.
  - VI. The student must also visit the Office of Student Employment to complete a brief orientation.
  - VII. The employer must complete the Student Employee Position Offer and create the student's personnel file using the [Student Employee file audit checklist](#) as a guide.
  - VIII. All hire paperwork must be completed before a student can begin working.
  - IX. Students will have 30 days to complete [required trainings](#).
  - X. The employer is required to make the Student Employment Handbook available to employees and follow all record keeping procedures. [The Student Employment Handbook](#) is always available online.

# Student Payroll Procedures

## Required Initial Hire Paperwork

All documents below must be completed and turned into the Office of Student Employment before a student begins work.

### I. Direct Deposit

All student employees must participate in the Direct Deposit program. Direct deposit is set up using the [MyUCCS Student Portal under the CU Resources Tab](#).

### II. I-9: Verification Of Eligibility For Employment

The Immigration Reform and Control Act requires that the University verify employment eligibility by the end of the third day of work. This documentation will be recorded on the [Federal I-9 form](#). All employees hired at UCCS after November 6, 1986, are required to provide documents to show that they are authorized to work. **The necessary documentation must be taken to the UCCS Office of Student Employment, Cragmor Hall Room 104, within 3 days of being hired (documentation is listed on page 2 of the I-9).** If the student is not sure whether he or she is authorized to work in the United States, please contact the UCCS Office of Student Employment, Cragmor Hall 104, 255-3454. **Failure to provide the document(s) will result in termination of the student's employment.**

### III. Personal Data Worksheet (PDW)

[A Personal Data Worksheet](#) (PDW) is required for all new employees and former employees who are no longer active in the Payroll System. After the Personal Data Worksheet is complete and entered into the HRMS system, the PDW is retained for record in the Office of Student Employment.

### IV. Student Employee Position Offer (SEPO)

After a decision to hire is made by an employer, the employer must complete the UCCS [Student Employee Position Offer](#). This form serves as a Student Certification and an Employer Certification. This form must be signed in permanent ink. Unsigned forms cannot be processed. The Student Employee Position Offer contains the following information:

- Student's name-Supervisor's name
- Department Approver name if applicable
- Student ID #
- Date of hire/start date
- Student Assistant Level/Position title
- Department
- Action reason (new hire, additional job)
- Position location (on/off campus)
- Hourly pay rate
- Evaluation and wage change information/schedule
- Funding source (speedtype)
- Job description (duties, responsibilities, purpose/role)
- General qualifications if applicable
- Maximum Hours

- -Minimum enrollment
- -Required trainings
- -Background check requirements
- -I-9 requirements
- -Student's signature of acceptance

***The Student Employee Position Offer (SEPO) must be completed and returned to the Student Employment Office via Cherwell before the student can be paid. This should be done no later than the student's 1st day of work!***

If the employer needs to update or change any information on the Student Employee Position Offer, the corrected SEPO needs to be sent to the Student Employment Office via Cherwell. The circumstances where an employer should submit an updated or changed SEPO include changes to job class or hourly rate change due to a reclassification or a pay raise and termination of an employee. For pay raises, the employer must follow the procedures outlined under [Compensation - raises](#). For a change of address, the student can update their information using their [MyUCCS Portal under the CU Resources Tab](#).

**V. W-4 Selections**

W-4 selections are required for all new employees and all former employees who have been terminated from the payroll system. Setting up W-4 selections is completed through the [MyUCCS Portal](#).

# Compensation

## Time Reporting

All employees, except off-campus regular employees, must enter the precise hours that they work each day on their MyLeave employee calendar or other approved record. Employers are responsible for the accuracy of time records. Employers approve hours worked when they approve the student employee's timesheet in the MyLeave system each pay period. Students can access the MyLeave system through the [MyUCCS Portal](#) under the CU Resources Tab>Employee Information>Leave.

The employer will require all student employees to record their time in the MyLeave system. Every bi-weekly pay period student employees will submit their timesheet for approval. After reviewing for accuracy the employer will approve the timesheet. By approving the timesheet the employer certifies the hours reported are correct. Employers are responsible for approving timesheets by 9:00 a.m. on the scheduled due date. When timesheets have been approved in MyLeave the department payroll liaison will enter each student's time in the HRMS system using the MyLeave upload feature.

Under normal circumstances, students may only be scheduled to work up to a maximum of 25 hours per week or 50 hours in one bi-weekly pay period with no single week exceeding 40 hours in the fall and spring work terms; and up to a maximum of 40 hours per week in the summer work term. All hours worked beyond 40 hours per week are considered overtime and are paid at the time and a half rate. Students must be paid for all hours worked.

The student cannot be paid until all time reporting procedures are followed.

If a time clock is used to record time in/time out for the employee, the employee and the supervisor must certify the hours. **Employers are responsible for the accuracy of time records.** Employers approve hours worked when they approve the student's time sheet/time record. Timesheets in/from MyLeave are official records and are subject to audit.

## Breaks/Lunch

Student employees at UCCS are covered under the Fair Labor Standards Act (FLSA). Under the FLSA, rest breaks of a short duration, usually 20 minutes or less, are common. These breaks are optional, but UCCS supports short work breaks for student employees. Federal law considers these breaks compensable work hours that would be included in the sum of hours worked during the work week and considered in determining if overtime was worked.

Bona fide meal periods (typically lasting at least 30 minutes), serve a different purpose than other breaks and, thus, are not work time and are not compensable. The employee must be completely relieved from duty for the purpose of eating regular meals. The employee is not relieved if he/she is required to perform any duties, whether active or inactive, while eating. If a student employee works for 5 or more consecutive hours UCCS encourages employers to offer a meal period.

Employees of The University of Colorado Colorado Springs, are not covered by the Colorado Division of Labor Minimum Wage Order. UCCS is a state government institution and, thus, is an exception to the Minimum Wage Order.

## **Paid Sick Leave**

Colorado Healthy Families and Workplaces Act

On July 14, 2020, the Colorado Healthy Families & Workplaces Act was signed into law. The law is effective beginning January 1, 2021. This new law requires all employers with 16 or more employees to provide sick leave to all employees at designated accrual rates. This does not change accrual rates for employees who were previously eligible for leave benefits. However, employees in temporary positions or other positions previously excluded from sick leave eligibility will begin to accrue leave under this state law.

### Hourly Student Employees (includes on-campus student hourly, on-campus work study, and off- campus work study employees)

- Each employee will earn one hour of sick leave per 30 hours worked.
- This breaks down to approximately .034 hours per hour worked for hourly employees.
- Hourly employees will record both hours worked and leave taken in MyLeave. Hours must be approved by the supervisor. Off-campus work study employees will submit the Off-Campus Work Study Time Record to detail both hours worked and leave taken.
- Accruals will display in the system at the conclusion of each pay period (bi-weekly or monthly).
- Leave will be earned across all eligible positions and may be used to take leave from any eligible position.
- Employees may not use more leave time than hours they are scheduled to work.
- Eligible employees will be able to carry a maximum of 48 hours of sick leave from one fiscal year to the next
- Work-study rules do not allow for the funding of sick leave. Unlike other recorded time, students' use of sick leave will not apply to the work study award. This leave will apply to the student's default position funding. Off-campus work study employers will see 100% of sick leave hours charged on the monthly invoice.

### 1500 Series Student Employee Contracts

Contract employees (1500 series, part-time) are provided a proration of sick hours at the beginning of each fall, spring, and summer semester calculated based on percent of time.

## **Jury Duty**

In accordance with the Code of Colorado Regulations, students are paid their actual hourly rate for any normally scheduled work that occurs during the first three days of jury duty. Employers pay 100 percent of the jury duty pay and turn in the hours on the regular pay cycle -- documenting in the file what hours were during jury duty. Federal or State work study dollars are not used to pay for jury duty. Hours paid for jury duty should be recorded on a separate/additional line in time entry with an earn type of SJD (Student Jury Duty).

## **On/Off-Campus Work study and Hourly Employee Pay Information**

Students are paid within a range designated by their student assistant Job Category. The job category relates the position's level of duties and responsibilities. Employers must use the ranges within the [UCCS Job Category Table](#), in conjunction with the department's Student Employee Position Offer, to determine the hourly rate for each position. UCCS student employees must earn between the Federal or State minimum wage (whichever is higher) and a maximum hourly wage of \$25.00 per hour. A student's wages must be within the designated pay range for his or her job category.

The ranges in the Job Category table may be adjusted annually each fall semester based upon the University's Board of Regents approved salary pool percentage. These adjustments only increase the minimum and maximum rates for each job category (except for minimum wage) and do not entitle any employee to an increase in the wages they are currently paid.

Each employer will develop and include position descriptions and initial wage rates within a Student Employee Position Offer. The offer must be agreed upon by the student employee and the supervisor. The offer will also include language indicating that future raises and promotions are entirely with the employer's discretion, depending upon the employee's performance, funds availability, and the Board of Regents annual salary decisions. If the Board of Regents approves no salary pool (or 0%) raises and promotions will not be available until the next decision on salary pool is approved by the Regents. Guidelines for raises and promotions will be available to ensure that similarly situated student employees within a given department are treated equally.

### **Raises/Promotions**

Each employer will develop position descriptions and initial wage rates within student job categories. This information will be documented in the Student Employee Position Offer and agreed upon by the student employee and the supervisor. The offer will also include language regarding future raises and promotions.

Raises and promotions will be at the discretion of each department and will be based upon satisfactory evaluation, funds availability, and the Board of Regents annual salary decisions. UCCS has published guidelines to assist departments in determining when and how to offer raises and promotions. Click [here](#) for the complete [guidelines](#) and [evaluation templates](#), (useful in raise and promotion situations).

To complete a raise/promotion the employer must evaluate the student employee and complete a [Wage Change Offer](#). The Wage Change Offer will be signed by both the student and the employee and be kept in the student's personnel file. The employer will then need to notify the Office of Student Employment of the wage change using the Wage Change Offer and submission via Cherwell. The Student Employment Office will process the new rate with the nearest [Bi-Weekly Payroll Effective date](#).

#### *\*Off-Campus Regular Employment*

All off campus hourly jobs that are listed in SEAN must pay at least minimum wage, with the exception of child care in the home and waiter/waitress. Raises and promotions are at the employer's discretion.



## Evaluations

Student employee evaluations are required at a *minimum of once a year*. These evaluations will be completed by supervisors annually between April 1st and April 30th. Should a department wish to evaluate student employees more frequently, they are welcome to do so.

A standardized [Student Employee Evaluation Form](#) may be used by all employers. However, employers may use another evaluation instrument if they desire.

An evaluation must be signed by the supervisor, the department head, and the employee after it has been discussed by all parties. The signature of the student employee does not necessarily indicate agreement with the evaluation. A copy of the evaluation must be provided to the student. The student may submit a written rebuttal to areas of disagreement in the evaluation.

Student-employees shall certify in the annual evaluation/performance review process that circumstances contained within their initial Conflict of Interest disclosure have not changed.

## Expectations

### *Employer*

Employers are asked to consider the students' class schedules, academic work loads, and individual needs in establishing regular work schedules. **A supervisor should discuss the job description, job expectations, compensation, and location with student employees.** Both employer and employee must sign a copy of the Student Employment Position Offer. It is the responsibility of the employer to set a departmental policy **regarding time off** for employees. This policy should be communicated to employees when they are hired. If the employer chooses to have a **dress code** for student employees it should be communicated to employees when they are hired.

### *Student Employee*

The work that student employees do is extremely important to the University. Students should be prepared to work. It is the students' responsibility to **report promptly and regularly to their jobs and report hours worked on time and accurately.** In cases of illness, emergency or unusual circumstances, students are responsible for notifying their employers that they will not be able to report for work.

## Benefits

Student employees are *not* eligible for benefits (i.e. sick leave, vacation pay, holiday pay). Students are paid only for hours actually worked and are not eligible for paid leave.

## **WORKER'S COMPENSATION**

All student employees are covered by Worker's Compensation. All work related injuries should be reported to the UCCS Public Safety Office, 255-3111.

**Student Retirement Plan**

Effective Fall Semester 2011 all student employees who are not in at least the minimum credit hours listed below (not including continuing education classes) and/or normally work 40 hours (or more) per week must participate in the Student Retirement Plan. Enrollment will be checked every bi-weekly payroll and contributions will be based upon the number of credit hours a student was enrolled in for the majority of that two week pay period. If the student is subject to the plan they will be enrolled in the program automatically by the retirement vendor TIAA-CREF. Information about the program will be mailed to the student directly from TIAA/CREF.

	Fall enrollment	Spring enrollment	Summer enrollment
Undergraduate	6	6	6
Graduate	3	3	3

When subject to the plan student employees will see a 7.5% contribution of gross wages toward retirement and a 1.45% of gross wages contribution for Meditax. The employer will pay 1.45% of the student's gross wages for Meditax. If the student employee is a work study student employee the employer's contribution will come out of the employer's account, not the federal or state work study account.

See the [Administrative Policy Statement on the Student Retirement Plan](#) for more information/details.

## Administration of Student Employment Handbook & Policies

Student Employment policy is effective immediately upon their release from the Student Employment Office. The Student Employment Office will attempt to advise employees and employers within 30 days of a policy change. However, it is the responsibility of employees and employers to be familiar with Student Employment policy and when changes take place.

The Chancellor of the University of Colorado Colorado Springs has given the Director of Financial Aid, Student Employment, & Scholarships the authority and the responsibility to implement and administer all student employment policies at UCCS. Federal and State Financial Aid Regulations and State Employment Policies are considered in establishing UCCS student employment policies.

The Student Employment Advisory Committee was organized in the Fall of 1978 as a purely advisory group to advise when asked on Student Employment related policies and procedures. The Committee is composed of one faculty member, one staff member, one Student Government Association (SGA) Representative, and two students. The committee has no formal jurisdiction over student employment affairs.