



University of Colorado  
Denver | Anschutz Medical Campus

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*Student Employment Office*

# **Work-Study** **Student** **Employment** **Handbook**

*Student Employment Office*  
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## **What's New:**

- The [Student Assistant Pay Ranges](#) have been updated to reflect the most recent minimum wage increase for January 2020.
- There are new guidelines for [terminations](#) along with a link to the [Check-Out Notification](#) form now required by Employee Services.
- There are more defined guidelines to the [Work Hour Regulations](#), specifically surrounding multiple Work-study positions.
- There is a [new Quick Reference Guide for the work-study designation process](#).
- There is a new [Job Description Sample](#) and a new [Job Description Template](#) for student employee jobs.
  - We ask that you use this template as federal regulations require written job description to ensure that the position is one that qualifies under the Federal Work-Study program.



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## **Introduction Letter**

### **Work-Study Student Employment Handbook**

Dear Employers and Students,

The Student Employment Office presents this Student Employment Handbook to assist all the University of Colorado Denver | Anschutz Medical Campus student employees, supervisors, personnel payroll liaisons (PPLs), and off-campus employers. This handbook is intended to help University affiliated employers manage, dictate, and implement the policies and regulation within the student employment program, and offer guidance to student employees.

This handbook includes information regarding undergraduate and graduate work-study student employees, and off-campus work-study student employees. In addition, this handbook will address work place issues such as; student retirement, employee termination, equal opportunity, nepotism, sexual misconduct, drugs and alcohol, and workers' compensation policies.

For the convenience of our students and employers this handbook is comprised of seven different sections. It is recommended that students read and understand their rights and responsibilities as a student employee before starting employment. It is also recommended that all employers are familiar with this handbook, and include the student portion of this handbook in every new student employee training.

The University of Colorado Denver | Anschutz Medical Campus Student Employment Office, would like to extend a thank you to the Boulder Campus Student Employment Office, for sharing information, policies, and procedures, along with other assistance in the completion of this handbook.

If there are any questions or concerns regarding this handbook, and/or questions regarding information not included in this handbook, please contact the Student Employment Office at: 303.315.1842 or by email at [studentemployment@ucdenver.edu](mailto:studentemployment@ucdenver.edu).

Sincerely,

#### **Student Employment | Financial Aid & Scholarships**

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University of Colorado Denver | Anschutz Medical Campus  
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Financial Aid & Scholarships

UNIVERSITY OF COLORADO DENVER | ANSCHUTZ MEDICAL CAMPUS

# Student Employment Policy

## Work-Study Hourly Positions

### Student Employment Eligibility

To be eligible for work-study during the Academic Year and summer semesters, a student must submit a [Free Application for Federal Student Aid \(FAFSA\)](#) and receive a work-study award as part of the students' financial aid package. Priority is given to students who apply and complete all requirements early. **The Free Application for Federal Student Aid must be submitted each year and can be done as early as October 1<sup>st</sup> of the preceding year.**

Once awarded, students must maintain their financial aid eligibility throughout a given semester. Students who drop below the credit hour requirement (stated below), or withdraw during a semester, may only earn work-study funding through their last day of attendance. If a student continues to earn work-study funding when they are no longer eligible, the employing department will be charged for 100% of the students' earnings.

#### **Work-Study Students:**

Undergraduate work-study students **MUST** be enrolled for at least 6 credit hours throughout a semester, including summer semesters.

Graduate work-study students **MUST** be enrolled in at least 3 credit hours throughout a semester, including summer semesters (except in the case of students completing their thesis and/or dissertation credit during a single summer semester).

Professional work-study students **MUST** be enrolled in at least 5 credit hours throughout a semester, including summer semesters.

**Please Note:** Work-Study student employees who are graduating may only work up to the last day of classes and/or finals week. Work-Study students who are graduating may not earn work-study funding past the last day of classes. The last day of classes/finals week, may be different from the end date of the pay period.

**Important:** In the case of a work-study student employee who will be graduating in the summer, the student **cannot work past June 30**. The student will no longer be eligible for work-study funding after this date.

**Please Note:** Student Hourly employees who are graduating may work to the end of the semesters pay period, and do NOT need to end their position after the last day of classes and/or finals week.

***\*Displacing regular workers, i.e. State Classified/Professional/faculty employees, by student employees is prohibited under: 34 CFR 675.20.\****

#### **Background Check:**

All student employees must complete the University of Colorado [Denver|Anschutz Medical Campus Background Request Form](#), pursuant to the [University of Colorado Denver|Anschutz Medical Campus Background Investigations policy](#). Students **may not begin working** until the student has successfully passed a background check.

#### **Satisfactory Academic Progress (SAP):**

Federal and State financial aid rules and regulations require students to maintain Satisfactory Academic Progress (SAP), in order to be eligible to earn their work-study awards. This progress is assessed at the end of each semester as soon as grades are finalized. There are 3 types of violations:

1. Grade Point Average
2. Completion Rate
3. Overall attempted credit hour limit

The Student Employment Office will attempt to notify each employer if a student becomes ineligible to earn their award due to a violation of the SAP standards. Once notified, the student will either have to stop working for your department or will need to be set up as an hourly student and your department will be

responsible for paying 100% of their hourly wage.

Students may appeal their SAP status, if a student had extenuating circumstances for being in this position. If a student's financial aid eligibility is reinstated, the Student Employment Office will notify employers as soon as possible, so that students may resume earning their work-study.

## Work Hour Regulation

Undergraduate student employees (Work-Study and Student Hourly) are recommended to work **20 hours** a week throughout the Fall, Spring and Summer semesters while classes are in session. The maximum number of hours a student employee may work during the fall and spring semester is 25 hours per week or 50 hours per biweekly payroll period, provided no single week in that period exceeds 40 work hours. However, the maximum number of hours a student employee may work during the summer is **40 hours** per week.

Graduate and Professional student employees (Work-Study and Student Hourly) are recommended to work **20 hours** a week throughout the Fall, Spring and Summer semesters while classes are in session. The maximum number of hours a student employee may work during the fall and spring semester is 25 hours per week or 50 hours per biweekly payroll period, provided no single week in that period exceeds 40 work hours. However, the maximum number of hours a student employee may work during the summer is **40 hours** per week.

International Students: In accordance with the Immigration and Naturalization Service (INS) regulations, international students may not work more than **20 hours per week—in total**, regardless of the number of positions—while classes are in session during the Fall and Spring semesters. During the Summer semester, and when the University is on an official break and/or no classes are in session, international students may work on campus in a **student hourly position**, up to, but not more than, 40 hours a week. Additional employment for international students is prohibited under [8 CFR 214.2 (f)(9)(i) and at 22 CFR 62.23 (g)(2)(iii)].

Please see the [Student Employee Work Hours policy](#) for more information regarding student work hour regulation.

***\*Scheduled work hours for all student employees (Work-Study and Student Hourly) must not conflict with students' class schedule or academic progress.\****

Student employees may work multiple jobs but the Student Employment Office does not recommend that a student have more than four (4) active positions at the same time. In the case of work-study students, these jobs must be either multiple on-campus positions or multiple off-campus positions. A work-study student may NOT split their work-study award between one on-campus position and one off-campus position. The exception to this is when work-study students are employed at a single work-study job (either on or off-campus) and also employed at a single hourly job (either on or off-campus). For a student with multiple on-campus or off-campus positions, it is the student's responsibility to inform the first (chronological) job record's supervisor that they are taking an additional position. Once informed, it is the supervisor's responsibility to contact the new supervisor to arrange a work-study split. It is still the student's and supervisor's responsibility to keep track of employment earnings throughout each semester and request Work-study increases as needed. In the case of work-study students working multiple jobs, please see the Overtime paragraph on page 9 for student, supervisor and department responsibilities, and the Student Employee Work Hours policy.

Employers should make sure that students are not working during the times they are scheduled to be in class. Undergraduate and Graduate work-study employees may NOT be paid with work-study funding, if hours are clocked during a student's class time. Auditors often review student time records to check for this type of situation. In cases when students report hours worked while they were scheduled to be in class, the employer should have documentation in the student's file regarding the extenuating circumstances that allowed them to work during this class time.

Students are expected to work the agreed upon hours, be punctual, and satisfy all reasonable requirements of the employer with regards to performance and behavior standards of the job. The student should notify the employer in advance if unable to work any given day. It is recommended that this expectation be clearly communicated to the student at the interview and upon hiring. Employers should give clear instructions on who to notify, and how to notify (phone, email), if the student is unable to work or is running late.

It is the responsibility of the employer to work with the student to come up with a reasonable schedule that meets the employer's needs along with the student's academic needs. There will be times during the semester (i.e. midterms and



finals) where student's schedules may need to be adjusted. Planning ahead of time will help reduce the inconvenience to the employer.

Students are to be paid **only** for hours worked. Employers cannot pay a student for anticipated hours. Supervisors must review the time record for accuracy to verify that the student is reporting the correct time.

**Please note:** Work-Study Only. Any earnings over a student's work-study award will be paid at 100% by the employing department. The Student Employment Office will attempt to notify departments and employers when their students are running out of funds; however, it is ultimately the students and supervisors responsibility to keep track of work-study earnings and awards throughout the semester. Furthermore, it is the sole responsibility of the student to be aware of possible funding and status changes, along with any work-study award reductions to their Financial Aid throughout a semester. It is also the sole responsibility of the student to immediately inform their supervisor of any changes which can affect their work-study award and employment eligibility.

### ***Overtime:***

Overtime must have prior approval by supervisor. Work-study students cannot be paid overtime (over 40 hours per week) out of work-study funding. Employers will be charged 100% (at 150% of the student's pay rate) for any overtime hours worked. Student overtime earnings should be reported on the time collection pages using a 'SOT' earnings type.

Student hourly employees are eligible for overtime. If employers have students that are working multiple jobs, it is the responsibility of the department(s) and of the employee to monitor the total hours worked in a given week across all jobs. If the total hours worked in the week are greater than forty hours (40) then the department where the employee works the 41st hour is required to pay the overtime. Departments should work out ahead of time who will be responsible for paying the overtime or agree to share the overtime charges. Please make sure students are aware of the overtime issues when working in multiple departments. Employers need to discuss with student that overtime must be pre-approved or can be grounds for termination.

### ***Breaks:***

A student working a consecutive four-hour work period can be given a 15 minute break with pay. A student working a full eight-hour day can be given up to two 15 minute breaks with pay and a lunch break without pay. A student working more than five hours is entitled to a 30 minute lunch break without pay. It is recommended that students take this meal break of at least 30 minutes if they work more than 5 hours. Breaks should not be taken at the beginning or the end of the work period and are not cumulative. The breaks should be taken at times when they will not place an undue burden on the department. Employers and students can view [the Colorado Department of Labor and Employment's regulations](#) for breaks and meal periods.

### ***Over Payment:***

The collection of unearned wages paid in error to an employee is required by State Fiscal Rules, Chapter 9: Payroll, Rule 9-4. For more information please visit the Fiscal Rules [website](#). Whenever an overpayment of wages has occurred, the employing department must complete the Notice of Overpayment Adjustment form. For this form as well as more detailed information on overpayments to University employees, please see the [Employee Services Procedures Guide](#).

### ***Jury Duty:***

In accordance with the Code of Colorado Regulations, students who are called to serve for jury duty are entitled to compensation. Students are paid their actual hourly rate for any normally scheduled work that occurs during the first three days of jury duty served. **Compensation for jury duty must be paid 100% out of departmental hourly funds.** Therefore, if the student is normally paid work-study, the department will be required to pay 100% of the student's compensation for these three days. If the student receives any jury pay from the court, they are not required to turn in hours to the University to receive regular pay. Students must notify their supervisor immediately that they must attend jury duty and should provide supervisors with documentation from the court, indicating the dates that they served for jury duty. For more information regarding this policy, please click [here](#).

## Pay Rate Regulation

Supervisors are responsible for setting the hourly pay rate of their student employees in accordance with the current [Student Employment Job Class Descriptions](#), and the [Student Employment Pay Matrix](#) (both below). Student employees **cannot be paid below** the minimum wage standard, which is specified in the Student Employment Pay Matrix, and dictated by State and Federal regulation. Student employees must be paid at or above the State or Federal minimum wage, whichever is higher at any given time.

More information on the Colorado minimum wage is available on the Department of Labor and Employment [website](#).

If a student is being paid a fixed fee for a project, the hours to complete the project must be taken into account when calculating the payment total to ensure the wages are at or above the minimum wage standard.

When changing the student's pay rate, first determine if the new pay rate still coincides with the pay range associated with the student's job code/class. If the new rate still coincides with the range, enter new amount and approve the change. If the new rate falls outside of the current code/class, employers will need to make sure the student's job description has changed and the student's job code/class is updated within *Position Data* in HCM.

### ***Student Employment Job Class Descriptions:***

#### **STUDENT ASSISTANT I**

**Job Code = 4101**

**Pay Range = \$12.00 to \$13.32**

This class describes unskilled or entry-level training positions. These positions generally perform one identifiable set of duties so there is little variety. There is no latitude for altering the sequence of processing steps, determining own methods, or exercising significant judgment. Very specific instructions are clearly stated and readily available. This class may be used as a training level for a higher class.

**Some examples of work or positions may include:** filing, reception, sorting and routing mail, unskilled typing/word processing, unskilled lab helper (e.g. clean-up, preparation of solutions), custodian, food service worker, and library assistant/aide.

#### **STUDENT ASSISTANT II**

**Job Code = 4102**

**Pay Range = \$12.95 to \$14.59**

This class describes routine and repetitive work where there is variation in duties requiring some judgment. These positions require little, if any, previous or specific knowledge, skill or experience. Employees often perform tasks which require the use of special equipment or tools (e.g. standard lab equipment, duplication equipment, grounds equipment, computer access or entry of data, or operation of audio-visual equipment). Assignments may include latitude for altering the sequence of processing steps by choosing alternatives from a standard set of procedures. Training positions receive the necessary preparation for entry to a higher class.

**Some examples of work or positions may include:** switchboard operation, groundskeeper, building security guard, day care aide, library assistant, clerical/office/staff assistant, manual labor, audio-visual technician, parking attendant (issuance of citations), data entry operator, grader, testing assistant, art model, childcare aide, duplicating and printing assistant, music assistant, lab helper with minimal responsibility, and receptionist (closely supervised).

#### **STUDENT ASSISTANT III**

**Job Code = 4103**

**Pay Range = \$14.18 to \$16.02**

This class describes developmental and/or semi-skilled positions requiring the application of various knowledge and experience. These employees usually perform more independently and require less supervision of detail. Duties may involve greater variety. Work generally requires 1-2 semesters or previous experience, course work or training. This class may be used to provide further training for a higher class.

**Some examples of work or positions may include:** skilled typing, lead-worker, police dispatcher, cook's assistant, lab assistant (e.g. assisting with or running routine tests, experiments, or analysis given specific procedures but requiring some judgment in the execution), public safety guard, vehicle driver, 2nd year clerical/office/support assistant, computer operator, day care group leader, security worker, technical assistant, peer advisor, cashier (entry), police dispatcher intern, clerk typist, word processor, secretary, student assistant, tutor/grader, administrative assistant, nursing assistant, laboratory researcher (some supervision), course evaluator or skilled data entry worker.

#### **STUDENT ASSISTANT IV**

**Job Code = 4104**

**Pay Range = \$15.55 to \$17.60**

This class describes full operating and/or skilled positions. Employees perform independently and require minimal supervision. Instruction is provided only for new or unusual situations. Employees possess all the relevant knowledge, experience or skill to perform duties independently. Generally requires 3-4 semesters or equivalent experience.

**Some examples of work or positions may include:** accounting technician, bus driver, microcomputer specialist, draftsman, electronic technician, or storekeeper.

#### **STUDENT ASSISTANT V**

**Job Code = 4105**

**Pay Range = \$17.09 to \$19.37**

This class describes supervisory and/or advanced level positions. Supervisory employees supervise three or more subordinate student employees, including the authority to make hiring selections, schedule work and approve leave, and counsel employees on performance. Duties at the advanced level are typically more complex. Employees perform without direct supervision except for infrequent occasions involving the most complex situations. Work is typically reviewed for end result. Generally requires student to be 1-2 semesters short of degree and/or possess several years of experience.

**Some examples of work or positions may include:** food service student supervisor, lab assistant supervisor, clerical supervisor, day care group leader, custodial supervisor, computer programmer (requires original coding), advanced technical accounting, advanced lab assistant (runs own subjects, may supervise lab helpers), web page administrator, statistical analyst, program specialist, student services specialist, photographer, statistical analyst, research technician, program specialist, teaching assistant, accounting technician, hospital assistant (in clinics, records departments, etc.), or various other positions in which this employee supervises 3 or more subordinate employees.

#### **STUDENT ASSISTANT VI**

**Job Code = 4106**

**Pay Range = \$18.82 to \$25.99**

This class describes second level supervisory, graduate level positions and/or positions requiring highly advanced skills. Supervisory employees supervise three or more subordinates with at least one as Student Assistant III. Graduate level employees possess the appropriate bachelor's degree and/or apply the knowledge gained to the assignment. [This job class should not be confused with the student faculty 1500 series job classes].

**Some examples of work or positions may include:** research assistant, graduate tutor/grader, and graduate teaching assistant, entry level accountant, advanced lab work (requiring specialized knowledge), library technician, student advisor, or peer counselor. Some UCCS examples of work or positions may include: teaching assistant, entry level accountant, library technician, student services specialist, computer programmer (highly advanced), engineering specialist, grant writer, community worker, mental health worker, electronic specialist, engineering specialist, entry level accountant, advanced lab work, student advisor, peer counselor, library technician, project coordinator, independent lab researcher, learning resource center coordinator, grant writer, editor (for professional publications and research presentations), outreach program coordinator, statistician, research presenter, graduate school assistant (epidemiology, medical physics, etc.), health care

assistant (emergency room care associate, clinic assistant, etc.), engineering assistant, or various other positions in which employee supervises 3 or more subordinate employees including at least one Student Assistant III.

#### **OFF-CAMPUS WORK-STUDY**

**Job Code = 4201**

**Pay Range = \$12.00 to \$28.37**

This job class describes a student who is working for an approved off-campus agency and who is covered under the University of Colorado's Workers' Compensation insurance policy. An agency must have contracted and agreed to the terms of the individual CU campus work-study agreement. Contact each campus' student employment office for a current listing of approved agencies.

**Some examples of work or positions may include:** Other college institutions such as CCD, MSUD, ACC Front Range, AHEC, etc. Family literacy programs such as libraries, community outreach programs, after school programs, family center, etc. Community service programs such as resource centers, foundations, K-12 schools, boys and girls clubs, state services, etc. All work and position must meet the federal off-campus requirements and regulations stated in the Federal Student Aid handbook.

#### **STUDENT ASSISTANT**

##### **HIGH/TRADE SCHOOL/OTHER SCHOOL**

**Job Code = 4301**

**Pay Range = \$12.00 to \$28.37**

This job class describes a high school, trade school or "other" (as defined by each campus) student who is working for the University of Colorado.

assistant (emergency room care associate, clinic assistant, etc.), engineering assistant, or various other positions in which employee supervises 3 or more subordinate employees including at least one Student Assistant III.

#### ***Student Employment Pay Matrix:***

<b>Job Class Title</b>	<b>Job Code</b>	<b>Minimum</b>	<b>Maximum</b>
Student Assistant I	4101	\$12.00*	\$13.32
Student Assistant II	4102	\$12.95	\$14.59
Student Assistant III	4103	\$14.18	\$16.02
Student Assistant IV	4104	\$15.55	\$17.60
Student Assistant V	4105	\$17.09	\$19.37
Student Assistant VI	4106	\$18.82	\$25.99
Off-Campus	4201	\$12.00*	\$28.37
Student Assistant High/Trade School/Other	4301	\$12.00*	\$28.37

**\*On 1/1/20 Colorado's minimum wage increased from its previous \$11.10 to \$12.00 an hour.\***

Article XVIII, Section 15, of the Colorado Constitution requires the Colorado minimum wage to be adjusted annually for inflation, as measured by the Consumer Price Index used for the State of Colorado.

## Time Entry Regulation

Supervisors of students are responsible for facilitating time collection within their departments through the Departmental Payroll Liaison (PPL). The Student Employment Office is responsible for managing the time entry process for all Off-Campus Work-Study Employers (including students working in MSUD/CCD/AHEC/UCH/etc.).

Students must complete bi-weekly time records listing time in & time out for each day worked. The hours reported on these time records must then be entered onto HCM Time Collection Pages. The signed hard copy of the time record must be kept on file with the employing department for a minimum of 3 years (5 years recommended). Departments with contracts and grants are required to retain records for 3 years (5 years recommended) from submission of final expenditure reports on all contracts and grants. For work-study students, federal and state programs require departments to obtain the time record for 3 years (5 years recommended) from the end of the award year.

**PLEASE NOTE:** Students are to be paid **only** for hours worked. Employers cannot pay a student for anticipated hours. Supervisors must review the time record for accuracy to verify that the student is reporting the correct time. **Supervisors and students CANNOT hold hours in anticipation of a work-study award. Students must be paid hourly, until the date work-study has been awarded.**

Supervisors and students must adhere to the time collection deadlines and facilitate time collection with the department Personnel Payroll Liaison (PPL). Time Collection deadlines are available on the [CU Denver|CU Anschutz Human Resources payroll calendar](#) and the [Student Employment Office \(SEO\) bi-weekly payroll calendar](#).

Since students are not eligible/entitled to fringe benefits they cannot receive benefits in exchange for work such as retirement, vacation, sick leave, snow days, unemployment and/or paid holidays (Students are eligible for Jury Duty pay, please see page 5). To assist employers in managing student time records, we would like to suggest the following:

### ***Managing Student Time Records:***

- Keep time sheets or time cards (if using an automated system) in one location where only the supervisor has access to them. Student employees should be given access only when they sign in and out. Time worked may be entered into the leave portal in lieu of the above.
- Have the student sign/punch in and out on his/her time record on a daily basis (i.e. do not have him/her fill out the entire time record at the end of the pay period). This should eliminate any errors.
- If the student makes an error while filling out the time record and supervisors need to change the information on the time sheet, cross it out and legibly write next to the old information. Do not use white out to correct errors on the time sheet; the supervisor should initial the changes.
- Make sure the student has a supervisor that is aware of and can verify the student's time in and time out. An appropriate person should be designated to sign off on the time record in the supervisor's absence (i.e. vacation or sick). Employers should notify student employee who the backup person will be for the department.
- Both the supervisor and the student must sign the paper time record. Supervisors cannot sign the student's time record for them. Students must sign to certify that "the hours and minutes shown herein are a complete and accurate record of time worked each day and for the reporting period." Supervisors or their designee will approve time entered through the leave portal if the leave portal is used in lieu of paper time keeping.
- Under no circumstances should the time record be returned to the student after the supervisor has signed it.
- State Procedure P-3-35 states "Time worked must be recorded in 15 minute units (round to the nearest quarter hour). Example: if a student punches in at 7:11 employers should round the time to 7:15 and they left at 4:25 – round the time to 4:30. Using these rounded figures, the student worked 9.25 hours for the day.

**\*15 minutes = .25 of an hour    \*30 minute = .50 of an hour    \*45 minutes = .75 of an hour**

If your department discovers the reporting of fraudulent information, you must first conduct an internal audit. The student name should only be forwarded to the Student Employment Office, if it involves a work-study student employee. If fraudulent information on a student's timesheet is confirmed, this will be considered grounds for immediate termination.

## Student Employee Termination

Students are ‘**at will**’ employees; this means the hiring department can terminate a student at any time. Student employees may also be terminated for performance related or disciplinary reasons, such as:

- Lack of performance or attendance
- Falsifications of timesheet
- Releasing of restricted information
- Theft
- Unauthorized or fraudulent use of equipment and/or property
- Violation of University policies and procedures

It is recommended, if possible, that a reasonable (approximately two weeks) notice be given. Before terminating a student, we recommend:

### ***Counseling:***

The student should be informed of the unsatisfactory performance or behavior and given an opportunity to correct it. You should be specific about what you expect from the student. If the students think they need more training, arrange a training schedule.

### ***Documentation:***

Keep a record of all attempts to talk to or contact the student, and specifically what you have asked the student to do, in-order to correct the unsatisfactory performance/behavior. After two weeks, evaluate the student again, and document the results.

In addition to terminating a student for unsatisfactory performance, a student employee may be terminated for reasons of budget constraints, completion of project, lack of work, and other such valid reasons unrelated to job performance. The employer should give the student a two-week written notice that states the reason for termination.

If the student's performance continues to be unsatisfactory after counseling and a reasonable opportunity to improve, the student may be terminated. When possible, departments should provide a two-week written notice prior to terminating a student with cause, except in cases of flagrant, willful violation of University or Agency rules, or in cases where the student has been told in counseling attempts that the next occurrence of a behavior will result in termination. Contact Human Resources, 303-315-2700 with questions and guidance regarding student employee termination for cause.

**At the time of termination, employers must immediately inform Employee Services of the student termination and request, within 6 hours, a hand drawn check must be processed for the hours worked by the terminated student. You can find the *Hand-drawn Warrant Request* form [here](#). Please make sure that the student has completely filled out his/her time sheet, including signature, for the hours worked during the pay period at the time of termination.**

### ***Check-Out Notification:***

Each student who is terminated, for resignation or other reason, must have a [Check-Out Notification](#) filled out if the student is no longer attending or employed by the university. Please check with the student before submitting the form to ensure that they are not employed in another department or still enrolled in courses.

## Student Retirement Policy

Federal law requires Undergraduate student employees to be enrolled in a minimum of 6 credit hours, and Graduate student employees a minimum of 3 credit hours, for the term in which they are employed, to be exempt from the Colorado Student Retirement Plan. To comply with the Revenue Reconciliation Act of 1990, the following students are **REQUIRED** to enroll in the Student Retirement Plan:

### ***Undergraduate Student Employees:***

- Academic Year: Students enrolled in less than 6 credits for the academic year (Fall & Spring), will be subject to student retirement.
- Summer: Students enrolled in less than 6 credits for the summer (total credit hours of all summer terms), will be



subject to student retirement.

-Student employees whose normal work schedules are 40 or more hours per week (across all jobs with the University) will be subject to student retirement, regardless of the number of credits in-which they are enrolled.

### ***Graduate and Professional Student Employees:***

-Academic Year: Students enrolled in less than 3 credit hours for the academic year (Fall & Spring), will be subject to student retirement.

-Summer: Students enrolled in less than 3 credits for the summer (total credit hours of all summer terms), will be subject to student retirement.

-Student employees whose normal work schedules are 40 or more hours per week (across all jobs with the University) will be subject to student retirement, regardless of the number of credits in-which they are enrolled.

**Exemption** - If the Graduate student employee is in the last academic term of a course of study and is enrolled in the number of credit hours needed to complete the degree requirements, the student will qualify for exemption from the Student Retirement Plan for that academic term, even if the student employee is enrolled in less than the number of hours stated above.

**Exemption** - Dissertation or thesis - a graduate student who have **completed all the academic classes required for the advanced degree**, and whose remaining enrollment consists of the dissertation or thesis, will be considered as a graduate student with half-time status for purposes of the Student Retirement Plan.

**PLEASE NOTE:** All student employees who are enrolled in high school, trade school, or any schools, other than the University of Colorado, are subject to the Student Retirement Plan.

As of January 1, 2011, students will no longer be frozen in time for retirement purposes. Students will be switched to retirement or no retirement based on their enrollment units during each bi-weekly payroll process. The payroll process will check the student's enrollment status and will update the student's "Empl Class", in HCM accordingly. To ensure that students are initially set up correctly in HCM for student retirement purposes, we recommend that departments determine students' enrollment status at the beginning of each semester.

To find additional information regarding the University of Colorado student retirement policy, please click [here](#).

To find additional information regarding Social Security publications, including information about exceptions to each provision above, please visit the [SSA website](#).

## **FERPA-Family Educational Rights and Privacy Act**

FERPA is a federal law designed to protect the privacy of educational records, to establish the right of students to inspect and review their education records, and to provide guidelines for the protection of inaccurate and misleading data through informal and formal hearings. Student employees are protected by FERPA guidelines. Keep issues regarding a student employee private, just as you would for permanent employees.

To find additional information regarding FERPA guidelines, please visit the Office of the Registrars [website](#).

## **HIPAA-Health Insurance Portability and Accountability Act**

The HIPAA Privacy Rule regulates the use and disclosure of individually identifiable health information and gives individuals the right to determine and restrict access to their health information. The HIPAA Security Rule requires that reasonable and appropriate technical, physical, and administrative safeguards be taken with electronic individually identifiable health information. Specifically, ensuring the confidentiality, integrity, and availability of all electronic protected health information created, received, maintained or transmitted.

To find additional information regarding HIPAA guidelines, please click [here](#).

## Affirmative Action, Equal Opportunity and Inclusion

The University of Colorado Denver | Anschutz Medical Campus does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, or veteran status in admission and access to, and treatment and employment in, its educational programs and activities. The University takes affirmative action to increase ethnic, cultural, and gender diversity; to employ qualified disabled individuals; and to provide equal opportunity to all students and employees.

The University of Colorado Denver | Anschutz Medical Campus is committed to enhancing the inclusion of its work force and its student body. Inclusion among faculty, staff, and administrators provides role models and mentors for students, who will become leaders in academia and in the larger society, and ensures that a broad array of experiences and world views inform and shape teaching, research, service, and decision making at the University of Colorado Denver | Anschutz Medical Campus. For more information please see the University's Administrative Policy Statement [here](#) and the University of Colorado Denver | Anschutz Medical Campus Office of Equity [here](#).

## Conflicts of Interest and Nepotism

**Since 1972 it has been the Policy of the Board of Regents that:** University administrators, faculty and staff shall not participate in institutional decisions involving direct benefits such as appointments, retentions, promotions, salaries, leaves of absence, or awards to members of their immediate families. The principle of anti-nepotism shall not be used as a criterion against appointment or employment at the University of Colorado. Immediate family includes spouses, children, parents, grandparents, grandchildren, brothers, sisters, nieces, nephews, uncles, aunts, first cousins, fathers-in-law, mothers-in-law, sons-in-law, and daughters-in-law.

**The University-wide Administrative Policy Statement: "[Nepotism in Employment](#)" interprets this Regent Policy as follows:**

The thrust of the Regent policy is that while there is no prohibition against relatives working in the same department or unit, an employee may not appoint, nor participate in the decision-making process to appoint, a relative to a position within the University. The decision on the appointment must be made by someone other than the relative. Once such an appointment has been made, subsequent decisions on the salary, promotion, and all perquisites and benefits of the employee must be made by someone other than the relative, even though the relative may be the supervisor to whom the employee reports.

## Sexual Misconduct Policy

The University of Colorado Denver | Anschutz Medical Campus is committed to fostering a positive learning, working, and living environment. The University will not tolerate acts of sexual misconduct or related retaliation against or by any employee or student in its educational programs and activities.

For more information, please see the "Sexual Harassment Policy and Procedures" in its entirety [here](#).

### **. *Obligation to Report:***

In order to take appropriate corrective action, the University must be aware of sexual misconduct or related retaliation. Therefore, anyone who believes that s/he has experienced or witnessed sexual misconduct or related retaliation should promptly report such behavior to the Office of Equity (contact information below) or any supervisor. Any supervisor who experiences, witnesses or receives a written or oral report or complaint of sexual misconduct or related retaliation shall promptly report it to the [Office of Equity](#) (contact information below).



### ***Retaliatory Acts:***

It is a violation of University policy to engage in retaliatory acts against any employee or student who reports an incident of alleged sexual misconduct, or any employee or student who testifies, assists or participates in a proceeding, investigation or hearing relating to such allegation of sexual misconduct. Students and employees who believe they have been retaliated against because of testifying, assisting or participating in a proceeding, investigation, or hearing relating to an allegation of sexual misconduct, should meet with and seek the advice of [Office of Equity](#) (contact information below), whose responsibilities include handling retaliation.

For more information please see the "Sexual Misconduct" policy in its entirety [here](#).

If you need to report sexual harassment, or if you have any questions regarding sexual harassment or the Sexual Misconduct policy, please contact the [Office of Equity](#) or call 303-315-2567.

## **Drugs and Alcohol Information**

The University of Colorado Denver | Anschutz Medical Campus complies with the federal Drug Free Schools and Communities Act. The University of Colorado Denver | Anschutz Medical Campus does not allow the unlawful manufacture, dispensation, possession, use, or distribution of a controlled substance (illicit drugs and alcohol) of any kind and of any amount. These prohibitions cover any individual's actions which are part of University activities, including those occurring while on University property or in the conduct of University business away from the campus.

It is a violation of University policy for any member of the faculty, staff, or student body to jeopardize the operation or interests of the University of Colorado through the use of alcohol or drugs. Sanctions that will be imposed by the University of Colorado for employees who are found to be in violation of this policy may include expulsion and/or termination of employment. Compliance with this policy is a condition of employment for all employees.

### ***Drug and Alcohol Counseling, Treatment and/or Rehabilitation:***

Downtown Campus employees and students may contact the Student and Community Counseling Center at 303-556-4372, Tivoli, Room 454, for confidential information and/or referrals.

Anschutz Medical Campus employees and students may contact the counseling network at 303-315-8159 or 720-848-9094, or their respective school student affairs offices for referral information.

Other information may also be obtained by calling the National Institute on Drug Abuse Hotline at 1-800-662- HELP or the National Clearinghouse for Alcohol and Drug Information at: 1-800-729-6686.

To view the University's Annual Notification of Drug-Free Schools and Colleges [Edgar Part 86] in its entirety, [here](#).

## **Work Related Injury / Workers' Compensation**

All work related injuries must be reported to University Risk Management (URM) **within 4 days** of the accident, pursuant to section 8-43-102 (1) and (1.5), CRS. Students working off-campus **MUST** report any incidents to the Student Employment Office at [studentemployment@ucdenver.edu](mailto:studentemployment@ucdenver.edu) or 303.315.1842 **within 1 day** of the accident, at which time it will be forwarded to the appropriate authorities.

### ***Student Employees Covered by Workers' Comp:***

This policy statement describes the Workers' Compensation coverage available to student employees of the University of Colorado. A student who is solely attending classes, and not working for the University, is not considered an employee and is ineligible for workers' compensation benefits.

- (1) To be covered by Workers' Compensation (WC) the student must be considered an employee or "be involved in a bona fide\* cooperative education or student internship program sponsored by an educational institution for the purpose of providing on-the-job training for students." **8-40-302(7) (a) C.R.S.**

- (a) A student is considered an employee of the University of Colorado (CU) and under the CU

WC policy when they are on the payroll (student workers, residents, interns, and some fellows), or receive "payment in kind", such as benefits (*i.e.*, health, dental, life, or disability insurance), paid directly by CU.

(b) If the student in the on-the-job training is paid by the outside employer, the student is considered to be an employee of the outside employer and subject to that employer's WC policy. In some cases, the employer may assume WC coverage for an unpaid student through a written agreement. **8-40-302 (7) C.R.S.**

(c) Those students who are not paid by the outside employer, who are not by contract covered by the **outside** employer's insurance, who are not paid by CU, AND who are placed with the outside employer for the purpose of training or learning trades or occupations, ARE covered under the workers' compensation insurance of the sponsoring school (**8-40-302 (7) C.R.S. and 8-40-202 (1) (a) IVC.R.S.**), as administered through the University of Colorado Risk & Insurance Management Fund.

### ***After Injury Process:***

- Employee is injured.
- Employee reports injury immediately to supervisor.
- If an emergency**, employee is taken by ambulance to the hospital.
  - Follow up care must be through the **Designated Medical Provider "DMP"**.
- If not an emergency**, employee is taken or takes themselves to the DMP of their choice.
- DMP treats employee.
- DMP determines if employee can return to work without restrictions, return to work with restrictions, or must remain off of work.
- DMP gives paperwork to employee to give to supervisor.
- Supervisor reviews paperwork and determines if modified duty is available.
- Supervisor or employee completes [University workers' compensation claim paperwork online](#).
- Claim is assigned to a claims adjuster from University Risk Management (URM).
- URM sends claim information packet to the employee.
- Any specific questions about the claim should be directed to the claims adjuster.

### ***Employee's Responsibilities:***

- Report injury immediately to your supervisor.
- Complete paperwork ([online injury report](#)).
- Select the DMP you choose for treatment and make appointment or walk in if available.
- Follow instructions from DMP – medications, restrictions, treatment, *etc.*
- Attend all medical appointments.
- Ask questions.

### ***Supervisor's Responsibilities:***

- Remind employees and direct reports to report injuries immediately via the [URM website](#).
- Monitor to be certain the injury is reported.
- Keep track of time off work.** Call URM or your payroll liaison with questions.
- Communicate with the employee, managers, your department HR, URM, *etc.* as needed.
- Comply with restrictions as written from the DMP.
- Identify if there are duties the employee can perform within restrictions.
- Report any safety violations or other concerns to URM.

### ***University Risk Management (URM) Responsibilities:***

- Provide basic information and education.
- Handle the claim and explains things to the employee.

Please visit the [University Risk Management \(URM\) website](#) to find additional information and forms regarding workers' compensation.

# Work-Study Student Employee Information & Policy:

## Responsibilities of Student Work-Study Employees

### Work-Study Student Employees Responsibilities and Rights

First and foremost, it is the sole responsibility of every work-study student employee (on or off-campus) to read and understand both the [Student Employment Policy](#) and [Student Employee Information and Policy](#) sections of this handbook. If a student employee does not understand or has questions regarding any portion of these sections, please ask your supervisor or contact the Student Employment Office at: [studentemployment@ucdenver.edu](mailto:studentemployment@ucdenver.edu) or 303.315.1842.

It is also the sole responsibility of each WORK-STUDY RECIPIENT to understand Financial Aid Policies, be aware of possible funding and status changes, along with any work-study award reductions throughout a semester. Furthermore, it is the sole responsibility of ALL STUDENT EMPLOYEES to immediately inform their supervisor of any changes which may affect their student employment eligibility. Students must provide a copy of their class schedule and proof of work-study award to their supervisor before the start of each semester, demonstrating enrollment eligibility.

**PLEASE NOTE:** Neglecting these responsibilities by any work-study student employee (on or off- campus), may be considered grounds for termination.

It is also the sole responsibility of every student employee to:

- Notify their Supervisor, their department HR, and Employee Services, of any personal information changes (i.e. name changes, address changes etc.)
- Notify Employee Services of any changes to direct deposit information and update direct deposit information in the portal in a timely manner
- Notify their supervisor and University Risk Management of any work related injury within 4 days of an accident
- Notify and report to their supervisor and the Office of Equity any incidences of sexual misconduct

Students are ‘at will’ employees; this means the hiring department can terminate a student at any time. Student employees may also be terminated for performance related or disciplinary reasons, such as:

- Lack of performance or attendance
- Falsifications of timesheet
- Releasing of restricted information
- Theft
- Unauthorized or fraudulent use of equipment and/or property
- Violation of University policies and procedures

Holidays are not paid for student employees. Furthermore student employees are paid ONLY for time worked. Breaks should not be used to report late or leave early. It is recommended that students take a meal break of at least 30 minutes if they work more than 5 hours, or a 1 hour meal break if they work for more than 7.5 hours. Meal breaks are unpaid for student employees. Student Employees should not work more than 8 hours within a work day.

Student Employees cannot be utilized as personal assistants, and should complete duties as described within their job description. If a student employee feels as though they were terminated unjustly, treated unprofessionally, or discriminated against by an employer, they may contact the Student Employment Office, to discuss the issue and their rights as student employees, at: [studentemployment@ucdenver.edu](mailto:studentemployment@ucdenver.edu) or 303.315.1842 and contact the [Office of Equity](#).

## Gaining Student Employment

It is always the recommendation of the Student Employment Office to find work-study positions within the department of a student's major field of study and/or future career interest. This path is highly recommended for the following reasons: When moving from your collegiate career into the workforce, employers are not only looking for the degree you've obtained with the University of Colorado, but the experience you have gained in your chosen field. In fact, in most career fields, more employers now put greater emphasis on the experience an applicant has, than on the degree they've obtained. Please keep this in mind while pursuing a student employment position.

Students may work at any type of student position, in any department or office (on or off-campus), in-which they are interested, as long as they meet the [Student Employment Eligibility](#) section of this handbook. Student may find a wide range of open student positions on the Student Employment Job Board, Handshake. The Handshake Student Guide may be found [here](#).

If you are having trouble finding an open position, on or off-campus, please feel free to make an appointment with the Student Employment Office at: [studentemployment@ucdenver.edu](mailto:studentemployment@ucdenver.edu) or 303.315.1842.

## Required Training

All employers must ensure that **all** student employees complete the University of Colorado Denver | Anschutz Medical Campus Skillsoft trainings listed below. All trainings are accessible through the CU Denver|CU Anschutz employee portal:

- CU: Discrimination and Sexual Misconduct (Mandatory)
- CU: Information Security and Privacy Awareness (Highly Recommended)

Please note, FERPA, and HIPAA training, in addition to other trainings may be required. If employers have questions regarding the specific trainings student employees should complete, please contact your department HR or contact the Student Employment Office at: [studentemployment@ucdenver.edu](mailto:studentemployment@ucdenver.edu) or 303-315-1842.

## Work-Study Waitlist

If a student is seeking work-study, but was not initial awarded work-study by the Financial Aid Office, a student may submit a [Work-Study Request Form](#) to be placed on the Work-Study Waitlist. This form DOES NOT guarantee work-study funding and will be arranged on a first come first serve basis. In addition, the Student Employment Office will not award work-study—to students on the Work-Study Waitlist—who do not have room in their Financial Aid budget.

However, if the student has indicated permission to reduce their loan amounts, to be replaced by work-study funding, the Student Employment Office will then act accordingly.

Students with high EFCs and/or, students who do not have Need Based Financial Aid, will be considered No Need Based Students. In the case of these students seeking work-study through the Work-Study Waitlist, the Student Employment Office will award No Need Work-Study as funding becomes available on a first come first serve basis.

If you believe yourself to be a No Need Based Student, and have further questions about No Need Work-Study, please contact the Student Employment Office at: [studentemployment@ucdenver.edu](mailto:studentemployment@ucdenver.edu) or 303.315.1842

## Work-Study Cancellation Policy

Please note that work-study is never guaranteed and may be reduced or cancelled at any point throughout any given semester. **For students who do not earn any portion of their work-study award**, the Student Employment Office will be cancelling work-study awards during the following time throughout the Fall and Spring semesters:

Fall Semester – October

Fall/Spring Transition – January

Spring Semester – March

In addition to the above cancellation dates, the following are also reasons work-study may be cancelled:

- Additional grants or scholarship awarded to a student, after initial packaging, which causes an over-award.
- SAP – Satisfactory Academic Progress.
- Student not enrolled in at least 6 credit hours throughout the entirety of a semester.
- Student withdraws from the University
- Students who have graduated

Please contact the Student Employment Office at: [studentemployment@ucdenver.edu](mailto:studentemployment@ucdenver.edu) if there are any questions regarding work-study cancellation policies.

## **Work-Study Student Employment Hiring Paperwork**

Once students have gained employment, they must complete and submit the University's hiring documents and background check (all of which are listed below), before employment may begin. For work-study students working **on-campus**, hiring paperwork will be submitted to your supervisor and/or hiring authority upon its completion. In the case of **off-campus** work-study positions, students will complete and submit all hiring paperwork, IN PERSON, to the Student Employment Office located in Building AB1, Room 5105, on the Aur

aria Campus.

I-9 supporting documents will be submitted in-person to the appropriate individual depending on the classification of the student employee as on-campus or off-campus. The individual will complete Section 2 of Federal I-9 form and submit the I-9 verification request to HireRight, and the student will then receive an e-mail from HireRight with instructions on how to complete their Federal I-9 form Section 1 online.

**PLEASE NOTE:** Work-study student employment paperwork cannot be accepted via fax or email.

Work-study employees, who are enrolled in high school, trade school, or any other school (including CCD & MSUD), working in a University of Colorado Denver | Anschutz Medical Campus department, will be provided the appropriate hiring paperwork and payroll forms by their supervisor and/or hiring authority.

**PLEASE NOTE:** All student employees who are enrolled in high school, trade school, or any schools, other than the University of Colorado, are subject to the [Student Retirement Plan](#).

### ***On-Campus Student Employment Hiring Paperwork:***

***All of the paperwork below is completed in the CU portal unless otherwise indicated.***

1. Emergency Contact Information
2. Direct Deposit form
3. Federal I-9 form
4. IRS W-4 form
5. [University Background Check Online form](#)

**\*\*You may find all on-campus student employment hiring documentation requirements and guidance [here](#).**

***All of the paperwork below is completed in the CU portal unless otherwise indicated.***

### ***Off-Campus Student Employment Hiring Paperwork:***

1. Work Authorization Form (WAF) – see appendix
2. Emergency Contact Information
3. Direct Deposit form
4. Federal I-9 form
5. IRS W-4 form
6. Background Check form – see appendix

\*\*\*You may find all on-campus student employment hiring documentation requirements and guidance [here](#).

## **Background Check:**

All student employees must complete a background check/checks pursuant to the [University of Colorado Denver | Anschutz Medical Campus Background Investigations policy](#). Students **may not begin working** until the student has successfully passed a background check.

## **Work Authorization Form (WAF) Off-Campus Work-Study Students Only:**

All off-campus work-study employees, along with their off-campus supervisors must complete and submit a [Work-Study Authorization Form](#) at the beginning of each semester (preferably two weeks before the semester's first payroll start date). Off-campus work-study employees **MAY NOT BEGIN WORKING** until the Student Employment Office has received the students WAF, and the off-campus supervisor has received the Work-Study Confirmation email from the Student Employment Office. Any hours worked before the Work-Study Confirmation email has been received, will be charged at 100% to the employer.

## **Work-Study Student Time Collection**

All work-study student employees are solely responsible for completing and submitting their timesheets to their supervisor by the *Timesheet Due Date*, indicated on the [Student Employment Bi-Weekly Payroll Calendar and the CU Denver|CU Denver payroll calendar](#). All timesheets must be signed by the student employee and approved by the supervisor before the hours can be submitted. Late timesheets may delay processing of pay. Late timesheets will be processed by the PPL when they are received and pay should be processed during the next eligible pay cycle, including off-cycle if available.

In the case of **off-campus work-study employees**, all signed and completed timesheets will be faxed or email to the Student Employment Office at 303.315.1835 or [studentemployment@ucdenver.edu](mailto:studentemployment@ucdenver.edu).

Student employees are to be paid only for hours worked, and may not include anticipated hours on a timesheet. In addition, student employees may not hold hours, in anticipation of a work-study award through the Financial Aid Office. If a student employee is found to be intentionally forging hours (hour not actually worked), this will be considered grounds for immediate termination.

State Procedure P-3-35 states "Time worked must be recorded in 15 minute units (round to the nearest quarter hour). Example: if a student punches in at 7:11 you should round the time to 7:15 and they left at 4:25 –round the time to 4:30. Using these rounded figures, the student worked 9.25 hours for the day.

**\*15 minutes = .25 of an hour    \*30 minute = .50 of an hour    \*45 minutes = .75 of an hour**



# On-Campus University Employer Responsibilities:

## General Employer Responsibilities

All on-campus University employers must read, be familiar with, and abide by, the [Student Employment Policies](#) and the [On-Campus University Employer Responsibilities](#) sections of this handbook. All employers must ensure every student hired has read and understands the [Student Employment Policies](#) and [Student Employee Information and Policy](#) sections of this handbook.

It is the responsibility of the employer to work with a student and come up with a reasonable schedule that meets the employer's needs along with the student's academic needs. There will be times during the semester (i.e. midterms and finals) where student's schedules may need to be adjusted. Planning ahead of time will help reduce the inconvenience to employers.

All employers and/or departments must maintain, and are responsible for keeping student employee personnel files on-site, and up-to-date. These personnel files should include the following documentation for each student employee hired:

### *On-Campus Student Employment Paperwork:*

1. Copy of student job description
2. Copy of student class schedules (A requirement for students on federal work study to ensure that students are not working during class. The employer should determine the appropriate method to verify – i.e. printout of course schedule, documented communication if schedule changes, etc.)
3. Any student performance evaluations (best practice- recommended, but not required)
4. Copy of signed letter of offer
5. Any student work performance warnings

**\*\*You may find all on-campus student employment hiring document requirements and guidance [here](#).**

Each University of Colorado Denver | Anschutz Medical Campus department, PPLs, and supervisors are responsible for maintaining these personnel files, setting up each student employee in HCM properly, and terminating student employees in HCM, once a student's position has concluded. Please contact the Student Employment Office at: [studentemployment@ucdenver.edu](mailto:studentemployment@ucdenver.edu) or 303.315.1842, if there are any questions regarding hiring or terminating student employee in HCM.

**Work-Study Only** - Any earnings over a student's work-study award will be paid at 100% by the employing department. The Student Employment Office will attempt to notify departments and employers when their students are running out of work-study funds; however, it is ultimately the students and supervisors responsibility to keep track of work-study earnings and awards throughout the semester. Furthermore, it is the sole responsibility of the student to be aware of possible funding and status changes, along with any work-study award reductions to their Financial Aid throughout a semester. It is also the sole responsibility of the student to immediately inform their supervisor of any changes which can affect their work-study award and employment eligibility.

## Required Training

All employers must ensure that **all** student employees complete the University of Colorado Denver | Anschutz Medical Campus Skillsoft trainings listed below. All trainings are accessible through the CU Denver|CU Anschutz employee portal:

- CU: Discrimination and Sexual Misconduct (Mandatory)
- CU: Information Security and Privacy Awareness (Highly Recommended)

Please note, FERPA, and HIPAA training, in addition to other trainings may be required. If employers have questions regarding the specific trainings student employees should complete, please contact your department HR or contact the Student Employment Office at: [studentemployment@ucdenver.edu](mailto:studentemployment@ucdenver.edu) or 303-315-1842.



## Hiring Work-Study Student Employees

### ***Finding Work-Study Student Employees:***

To obtain a healthy pool of students from which to select, it is the recommendation of the Student Employment Office that employers develop and post a *Job Announcement* to the University of Colorado Denver | Anschutz Medical Campus Student Job Board. Employer must first create a login and profile to complete Job Announcements. To do this, please visit the [Handshake](#) and register your department/organization.

After registering and completing a Job Announcement, employers can manage, delete or edit postings at any time by logging back in to Handshake. Employers can find Handshake for re-login and management on the [Student Employment](#) website.

### ***Hiring Student Employees:***

After the interviewing process has concluded and a student employee has been selected, employers must provide the proper hiring paperwork (below), to complete the hiring process. At this time, employers should also collect the student's class schedule to be in compliance with the [Work Hour Regulation](#) section of this Handbook.

In the case of employers hiring Work-Study students, the employer must collect proof of a student's Work-Study award (provided by the student), before the student can officially be hired. If a student fails to provide this information in a timely manner, the employment opportunity may be revoked by the employer. If a student is unwilling to provide this information for privacy reasons, the employer may then contact the [Student Employment Office](#) to verify the award.

### ***On-Campus Student Employment Hiring Paperwork:***

***All of the paperwork below is completed in the CU portal unless otherwise indicated.***

1. Emergency Contact Information
2. Direct Deposit form
3. Federal I-9 form
4. IRS W-4 form
5. [University Background Check Online form](#)

***\*\*You may find all on-campus student employment hiring document requirements and guidance [here](#).***

To properly setup new student employees in HCM, and avoid delays in HR and Employee Services processing, department should review all paperwork and documentation carefully. Employers must complete and verify all supporting documentation for the I-9 form. The department should inform student employees to complete their W-4 and direct deposit information in the portal.

### ***Background Check:***

All student employees must complete a background check/checks pursuant to the [University of Colorado Denver | Anschutz Medical Campus Background Investigations Policy](#). Students **may not begin working** until the student has successfully passed a background check.

## Setting up Student Employees in Human Capital Management (HCM)

Before entering a students' personal and employment information into HCM, the employer will need the following information:

1. Position Number
2. Speed type(s)
3. Student Pay Rate
4. Students Job Code/Class
5. Students Personal Information Worksheet
6. Student Emergency Contact Worksheet
7. Proof of Work-Study (if applicable)

- An "APPOINTMENT END DATE", reflecting the last day to work in an academic year (Fall/Spring), and/or Summer semester (dates found on the [Bi-Weekly Payroll Calendar](#)).  
-HCM location: Workforce Administration>Job Information>Job Data>Employment Information tab>Appointment End Date. Usage of the Appointment End Date will vary depending on the department.
- A "FUNDING END DATE", reflecting the same dates as the "Appointment End Date".  
-HCM location: Workforce Administration>Job Information>Job Data>Work Location tab>Funding Distribution link. Usage of the Funding End Date will vary depending on the department.

### *HCM Student Employee Setup Guide:*

The below links are step by step guides provided by Employee Services for student employee setups in HCM, including both Work-Study and Hourly positions. These are only the basic links needed to guide employers through student employee setups. To find all other step by step guides that may be needed, please go to: [Employee Services – HCM Training Environment](#).

Step by Step Guide to create a new position number:

- [Creating a Student \(or Temporary\) Position](#)

Step by Step Guide to enter new student employee into HCM:

- [Hiring a Student Employee](#)

## Time Entry Regulation

Supervisors of students are responsible for facilitating time collection within their departments through the departmental Personnel Payroll Liaison (PPL). The Student Employment Office is responsible for managing the time entry process for all off- campus work-study employers (including students working in MSCD/CCD/AHEC/UCH/etc. departments).

Students must complete bi-weekly time records listing time in & time out for each day worked. The hours reported on these time records must then be entered onto HCM Time Collection Pages. The signed hard copy of the time record must be kept on file with the employing department for a minimum of 3 years (5 years recommended). Departments with contracts and grants are required to retain records for 3 years (5 years recommended) from submission of final expenditure reports on all contracts and grants. For work-study students, federal and state programs require departments to obtain the time record for 3 years (5 years recommended) from the end of the award year.

PLEASE NOTE: Students are to be paid **only** for hours worked. You cannot pay a student for anticipated hours. Supervisors must review the time record for accuracy to verify that the student is reporting the correct time. **Supervisors and students CANNOT hold hours if they are waiting for a work-study award. Students must be paid hourly, until the date work-study has been awarded.**

Supervisors and students must adhere to the time collection deadlines and facilitate time collection with the department Personnel Payroll Liaison (PPL). Time Collection deadlines are available on the [University of Colorado Human Resources website](#).

Employers and students may also refer to the [Student Employment Bi-Weekly Payroll Calendar](#) for pay period beginning/end dates, student pay dates, along with work-study beginning/end dates for each semester.

Since students are not eligible/entitled to fringe benefits they cannot receive benefits in exchange for work such as vacation, sick leave, snow days, unemployment and/or paid holidays (Students are however eligible for Jury Duty pay, please see [page 9](#)). To assist you in managing student time records, we would like to suggest the following:

### ***Managing Student Time Records:***

- Keep time sheets or time cards (if using an automated system) in one location where only the supervisor has access to them. Student employees should be given access only when they sign in and out. Time worked may be entered into the leave portal in lieu of the above.
- Have the student sign/punch in and out on his/her time record on a daily basis (i.e. do not have him/her fill out the entire time record at the end of the pay period). This should eliminate any errors.
- If the student makes an error while filling out the time record and supervisors need to change the information on the time sheet, cross it out and legibly write next to the old information. Do not use white out to correct errors on the time sheet. The supervisor should initial the changes.
- Make sure the student has a supervisor that is aware of and can verify the student's time in and time out. An appropriate person should be designated to sign off on the time record in the supervisor's absence (i.e. vacation or sick). Employers should notify student employee who the backup person will be for the department.
- Both the supervisor and the student must sign the paper time record. Supervisors cannot sign the student's time record for them. Students must sign to certify that "the hours and minutes shown herein are a complete and accurate record of time worked each day and for the reporting period." Supervisors or their designee will approve time entered through the leave portal if the leave portal is used in lieu of paper time keeping.
- Under no circumstances should the time record be returned to the student after the supervisor has signed it.
- State Procedure P-3-35 states "Time worked must be recorded in 15 minute units (round to the nearest quarter hour). Example: if a student punches in at 7:11 employers should round the time to 7:15 and they left at 4:25 – round the time to 4:30. Using these rounded figures, the student worked 9.25 hours for the day.

**\*15 minutes = .25 of an hour    \*30 minute = .50 of an hour    \*45 minutes = .75 of an hour**

If your department discovers the reporting of fraudulent information, you must first conduct an internal audit. The student name should only be forwarded to the Student Employment Office, if it involves a work-study student employee. If fraudulent information on a student's timesheet is confirmed, this will be considered grounds for immediate termination.

## **Summary of Work-Study Charges to Departments**

Each employing department will be charged 25.5%, on top of and/or in addition to, a work-study employee's earnings each month. The University will make these charges to an employing department's speed type monthly. Please ensure that the work-study student employees Funding Distribution panel is setup with the correct speed type, in-which the employing departments would like this charge to come out of.

**PLEASE NOTE:** The departmental speed type(s) should account for 100% of the student's funding (ensuring that multiple funding sources add up to 100%) in the Funding Distribution panel.

## Student Employee Termination

Students are ‘**at will**’ employees; this means the hiring department can terminate a student at any time. Student employees may also be terminated for performance related or disciplinary reasons, such as:

- Lack of performance or attendance
- Falsifications of timesheet
- Releasing of restricted information
- Theft
- Unauthorized or fraudulent use of equipment and/or property
- Violation of University policies and procedures

It is recommended, if possible, that a reasonable (approximately two weeks) notice be given. Before terminating a student, we recommend:

### ***Counseling:***

The student should be informed of the unsatisfactory performance or behavior and given an opportunity to correct it. You should be specific about what you expect from the student. If the students think they need more training, arrange a training schedule.

### ***Documentation:***

Document all attempts to talk to or contact the student, and specifically what you have asked the student to do, in-order to correct the unsatisfactory performance/behavior. After two weeks, evaluate the student again, and document the results.

In addition to terminating a student for unsatisfactory performances, a student employee may be terminated for reasons of budget constraints, completion of project, lack of work, and other such valid reasons unrelated to job performance. The employer should give the student a two-week written notice that states the valid reason for termination.

If the student's performance continues to be unsatisfactory after counseling and a reasonable opportunity to improve, the student may be terminated. When possible, departments should provide a two-week written notice prior to terminating a student with cause, except in cases of flagrant, willful violation of University or Agency rules, or in cases where the student has been told in counseling attempts that the next occurrence of a behavior will result in termination.

**At the time of termination, employers must immediately inform Employee Services of the student termination and request, within 6 hours, a hand drawn check must be processed for the hours worked by the terminated student. You can find the *Hand-drawn Warrant Request* form [here](#). Please make sure that the student has completely filled out his/her time sheet, including signature, for the hours worked during the pay period at the time of termination.**

### ***Check-Out Notification:***

Each student who is terminated, for resignation or other reason, must have a [Check-Out Notification](#) filled out if the student is no longer attending or employed by the university. Please check with the student before submitting the form to ensure that they are not employed in another department or still enrolled in courses.

# Off-Campus Employer Responsibilities

## Including CCD, MSUD, AHEC, Etc.

### General Employer Responsibilities

All off-campus employers must read, be familiar with, and abide by, the [Student Employment Policies](#) and the [Off-Campus Employer Responsibilities](#) sections of this handbook. All employers must ensure every student hired has read and understands the [Student Employment Policies](#) and [Student Employee Information and Policy](#) sections of this handbook.

It is the responsibility of the employer to work with a student and come up with a reasonable schedule that meets the employer's needs along with the student's academic needs. There will be times during the semester (i.e. midterms and finals) where student's schedules may need to be adjusted. Planning ahead of time will help reduce the inconvenience to employers.

All employers and/or departments must maintain, and are responsible for keeping student employee personnel files on-site, and up-to-date. These personnel files should include the following documentation for each student employee hired:

#### ***Off-Campus Student Employment Paperwork:***

1. Work Authorization Form (WAF)
2. Copy of student job description
3. Copy of student class schedules (A requirement for students on federal work study to ensure that students are not working during class. The employer should determine the appropriate method to verify – i.e. printout of course schedule, documented communication if schedule changes, etc.)
4. Any student performance evaluations (best practice – recommended, not required)
5. Copy of signed letter of offer
6. Any student work performance warnings

**\*\*You can find all off-campus student employment hiring document requirements and guidance [here](#).**

The Student Employment Office will handle all off-campus student employment hiring paperwork, human resources and payroll matters, along with time entry. The Student Employment Office will also provide copies of the Personal Information Worksheet and the Emergency Contact Worksheet to off-campus employers.

**PLEASE NOTE:** Any earnings over a student's work-study award will be paid at 100% by the employing department. The Student Employment Office will ATTEMPT to notify employers when their students are running out of work-study funds; however it is ultimately the students and supervisors responsibility to keep track of work-study earnings and awards throughout the semester. Furthermore, it is the sole responsibility of the student to be aware of possible funding and status changes, along with any work-study award reductions to their Financial Aid throughout a semester. It is also the sole responsibility of the student to immediately inform their supervisor of any changes which can affect their work-study award and employment eligibility.

Each University of Colorado Denver | Anschutz Medical Campus department, PPLs, and supervisors are responsible for maintaining these personnel files, setting up each student employee in HCM properly, terminating student employees in HCM, and submitting a [Check-Out Notification](#) with HR once a students' position has concluded. Please contact the Student Employment Office at: [studentemployment@ucdenver.edu](mailto:studentemployment@ucdenver.edu) or 303.315.1842, if there are any questions regarding hiring or terminating student employees in HCM.

## Required Training

All employers must ensure that **all** student employees complete the University of Colorado Denver | Anschutz Medical Campus mandatory Skillssoft training listed below. All trainings are accessible through the CU Denver|CU Anschutz employee portal:

- CU: Discrimination and Sexual Misconduct

If employers have questions regarding the specific trainings student employees should complete, please contact your department HR or contact the Student Employment Office at: [studentemployment@ucdenver.edu](mailto:studentemployment@ucdenver.edu) or 303-315-1842.

## Hiring Work-Study Student Employees

### *Finding Work-Study Student Employees:*

To obtain a healthy pool of students from which to select, it is the recommendation of the Student Employment Office that employers develop and post a *job announcement* to the University of Colorado Denver | Anschutz Medical Campus Student Job Board, Handshake. Employer must first create a login and profile to complete job postings. To do this, please visit the [Handshake](#) and register your department/organization.

After registering, employers can manage, delete or edit postings at any time by logging back in to Handshake.

### *Hiring Work-Study Student Employees:*

After the interviewing process has concluded and a student employee has been selected, the employers must direct the selected candidate to the Student Employment Office to obtain the proper hiring paperwork. The employer must collect proof of the student's Work-Study award, along with a copy of the student's class schedule to be in compliance with the [Work Hour Regulation](#) section of this Handbook (both provided by the student). If a student fails to provide this information in a timely manner, the employment opportunity may be revoked by the employer. If a student is unwilling to provide proof of work-study for privacy reasons, the employer may then contact the [Student Employment Office](#) to verify the award.

### *Work-Study Authorization Form (WAF):*

All off-campus supervisors and off-campus student employees must complete and submit a [Work Study Authorization Form](#) with the student employment *new hire* paperwork, and at the beginning of each semester (preferably two weeks before the semester's first payroll start date). Off-campus work-study employees **MAY NOT BEGIN WORKING** until the Student Employment Office has received the student's WAF, and the off-campus supervisor has received the Work-Study Confirmation email from the Student Employment Office. Any hours worked before the Work-Study Confirmation email has been received, will be charged at 100% to the employer.

### *Background Check:*

All student employees must complete a background check pursuant to the [University of Colorado Denver | Anschutz Medical Campus Background Investigations policy](#). Students **may not begin working** until the student has successfully passed a background check.

## Time Entry Regulation

Supervisors of off-campus work-study students are responsible for facilitating time collection within their departments. The Student Employment Office is responsible for managing the time entry process for all Off-Campus Work-Study Employers (including students working in MSUD/CCD/AHEC/UCH/etc. departments).

Students must complete bi-weekly time records listing time in & time out for each day worked, with a way in-which



supervisor can verify the hours worked.

**PLEASE NOTE:** Students are to be paid **only** for hours worked. You cannot pay a student for anticipated hours. Supervisors must review the time record for accuracy to verify that the student is reporting the correct time. **Supervisors and students CANNOT hold hours when waiting for a work-study award. Students must be paid hourly until the date work-study has been awarded.**

Supervisors and students must adhere to the time collection deadlines and payroll cycles, set forth on the [Student Employment Bi-Weekly Payroll Calendar](#).

Since students are not eligible/entitled to fringe benefits they cannot receive benefits in exchange for work such as vacation, sick leave, snow days, unemployment and/or paid holidays (Students are however eligible for Jury Duty pay, please see [page 9](#)). To assist you in managing student time records, we would like to suggest the following:

### ***Managing Student Time Records:***

- Keep time sheets or time cards (if using an automated system) in one location where only the supervisor has access to them. Student employees should be given access only when they sign in and out. Time worked may be entered into the leave portal in lieu of the above.
- Have the student sign/punch in and out on his/her time record on a daily basis (i.e. do not have him/her fill out the entire time record at the end of the pay period). This should eliminate any errors.
- If the student makes an error while filling out the time record and supervisors need to change the information on the time sheet, cross it out and legibly write next to the old information. Do not use white out to correct errors on the time sheet. The supervisor should initial the changes.
- Make sure the student has a supervisor that is aware of and can verify the student's time in and time out. An appropriate person should be designated to sign off on the time record in the supervisor's absence (i.e. vacation or sick). Employers should notify student employee who the backup person will be for the department.
- Both the supervisor and the student must sign the paper time record. Supervisors cannot sign the student's time record for them. Students must sign to certify that "the hours and minutes shown herein are a complete and accurate record of time worked each day and for the reporting period." Supervisors or their designee will approve time entered through the leave portal if the leave portal is used in lieu of paper time keeping.
- Under no circumstances should the time record be returned to the student after the supervisor has signed it.
- State Procedure P-3-35 states "Time worked must be recorded in 15 minute units (round to the nearest quarter hour). Example: if a student punches in at 7:11 employers should round the time to 7:15 and they left at 4:25 – round the time to 4:30. Using these rounded figures, the student worked 9.25 hours for the day.

**\*15 minutes = .25 of an hour    \*30 minute = .50 of an hour    \*45 minutes = .75 of an hour**

If your department discovers the reporting of fraudulent information, you must first conduct an internal audit. The students name should only be forwarded to the Student Employment Office, if the internal audit confirms fraudulent reporting. If fraudulent information on a student's timesheet is confirmed, this will be considered grounds for immediate termination.

## **Work-Study Charges to Off-Campus Employers**

Each *Non-Family Literacy*, off-campus employer is charged 25.5%, in addition the University may charge up to 2% in Worker's Compensation, which is on top of and/or in addition to, a work-study employees earnings each month. The University will bill off-campus employers monthly, which should be paid within 30 days of receiving the University invoice.

The Agency agrees to reimburse the University for twenty-five and a half percent (25.5%) of the amount actually earned by each student. The University will pay Worker's Compensation premiums on the students employed hereunder, and the Agency shall, in addition to other sums due hereunder, pay the University an amount equal to two percent (2%) of the wages earned by each student to cover such premiums and the administration thereof. The aforementioned amounts will be billed (all CU campuses will be billed through PeopleSoft Finance) to the Agency on a monthly basis by the University and should be paid within thirty days of receipt. Agency accounts which become delinquent may result in an immediate cancellation of this agreement by the University and in the subsequent termination of all student employees. **Agency may be responsible for 100% of student's salary if Agency allows students to work prior to University notification of eligibility by receipt of student's electronic timesheet.**

The above percentage information does not apply to off-campus Family Literacy employers. However, the following statement does apply to Family Literacy employers; paragraph IV, page 1, of the Family Literacy Off-Campus Contract. **Agency may be responsible for 100% of student's salary if Agency allows students to work prior to University notification of eligibility by receipt of student's electronic timesheet.**

## Site Visits of Off-Campus Employers

To maintain a positive and educational off-campus work-study experience, along with confirming off-campus employers are abiding by University, State and Federal work-study standards, the Student Employment Coordinator will periodically make site visits to off-campus employers.

Site visits will be setup and scheduled by the Student Employment Office during the Fall or Spring semesters. A site visit will consist of a short meeting between the direct supervisor of off-campus student employees and the Student Employment Coordinator. The Coordinator will ask a series of questions, tour the areas in which student employee's work, and discuss any issues that arise. Student employees DO NOT need to be present during the site visit.

Each off-campus employer who is NOT visited during an academic year will receive an off-campus employer compliance survey via email. This survey is mandatory and will take no more than 15 minutes to complete. It will consist of 10 to 14 questions, with questions ranging from student evaluations, to time collection methods. The survey is strictly for employers only and should not be given to student employees to complete.

If off-campus employers have any questions or concerns regarding site visits or the compliance survey, please contact the Student Employment Office at: 303.315.1842 or [studentemployment@ucdenver.edu](mailto:studentemployment@ucdenver.edu).

## Student Employee Termination

Students are 'at will' employees; this means the hiring department can terminate a student at any time. Student employees may also be terminated for performance related or disciplinary reasons, such as:

- Lack of performance or attendance
- Falsifications of timesheet
- Releasing of restricted information
- Theft
- Unauthorized or fraudulent use of equipment and/or property
- Violation of University policies and procedures

It is recommended, if possible, that a reasonable (approximately two weeks) notice be given. Before terminating a student, we recommend:

### ***Counseling:***

The student should be informed of the unsatisfactory performance or behavior and given an opportunity to correct it. You should be specific about what you expect from the student. If the students think they need more training, arrange a training schedule.

### ***Documentation:***

Keep a record of all attempts to talk to or contact the student, and specifically what you have asked the



student to do, in-order to correct the unsatisfactory performance/behavior. After two weeks, evaluate the student again, and document the results.

In addition to terminating a student for unsatisfactory performance, a student employee may be terminated for reasons of budget constraints, completion of project, lack of work, and other such valid reasons unrelated to job performance. The employer should give the student a two-week written notice that states the reason for termination.

If the student's performance continues to be unsatisfactory after counseling and a reasonable opportunity to improve, the student may be terminated. When possible, departments should provide a two-week written notice prior to terminating a student with cause, except in cases of flagrant, willful violation of University or Agency rules, or in cases where the student has been told in counseling attempts that the next occurrence of a behavior will result in termination.

**At the time of termination, employers must immediately inform Employee Services of the student termination and request a hand drawn check for the hours worked by the terminated student. Please make sure that the student has completely filled out his/her time sheet, including signature, for the hours worked during the pay period at the time of termination.**

#### ***Check-Out Notification:***

Each student who is terminated, for resignation or other reason, must have a [Check-Out Notification](#) filled out if the student is no longer attending or employed by the university. Please check with the student before submitting the form to ensure that they are not employed in another department or still enrolled in courses.

# Appendix

# Student Employee Letter of Offer Template

Please Copy This Information to Your Department Letterhead

Supervisor Name  
Department Name  
Street Address  
City, State, Zip

Date (Day Month Year)

Dear \_\_\_\_\_:

I am pleased to inform you that you have been recommended for the \_\_\_\_\_ (Job Title) position in the department of \_\_\_\_\_ at the University of Colorado Denver | Anschutz Medical Campus. The starting wage for this position will be \$ \_\_\_\_\_ per hour. The wage is based on the responsibilities assigned to you, and in accordance with the student employment job class descriptions.

This letter is your official offer of employment from the University of Colorado Denver | Anschutz Medical Campus and the department of \_\_\_\_\_. Please read this information carefully and confirm your acceptance of this position by signing your name below. As a condition of employment, you are subject to the rules and policies of the Regents of the University of Colorado, the Student Employment Office, and the above-named department.

**This employment offer is contingent upon the successful completion of the University's background check, along with completing the I-9 form through HireRight, and providing valid, unexpired documentation.**

You will be paid via direct deposit on a bi-weekly basis, based on the hours you have worked in the prior two week period. As a student employee, you are eligible for jury duty pay but you are not eligible for, or entitled to; retirement, fringe benefits such as vacation, sick leave, unemployment and/or paid holidays. The work schedule will be determined at the beginning and end of each academic semester, or on an as needed basis. As a student employee, you are an **"at will"** employee, meaning either you or your employer can terminate your employment at any time.

Please mail this letter to the above address or return it to \_\_\_\_\_ (supervisor name), upon your first day of employment.

On behalf of the University of Colorado Denver | Anschutz Medical Campus and the department of \_\_\_\_\_, welcome to our staff.

Sincerely,

Student Supervisor Name  
Supervisor Title

I, \_\_\_\_\_ (Students Name) accept the terms of employment described in this letter of offer.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## STUDENT ASSISTANT POSITION

<b>Department:</b>	Student Employment
<b>Supervisor:</b>	Name, Finance & Accounting Professional
<b>Job Title:</b>	Student Assistant
<b>Job Location:</b>	This position exists at two campuses: CU Denver in downtown Denver and the Anschutz Medical Campus in Aurora (Physical Address located at the bottom of form). There is no travel required for this position; candidates will select a single campus location when applying.
<b>Position Purpose:</b>	The Student Assistant assists financial aid office professionals with clerical and communications duties related to student employment and financial aid services. Training is provided both in person and via web training application.
<b>Job Description:</b>	This position is responsible for a variety of operational tasks including data entry, communications, recording/updating information, assisting professional staff with special projects, general office and clerical duties, and other duties as assigned.
<b>Eligibility Requirements:</b>	<ul style="list-style-type: none"><li>• Must be proficient in the Microsoft Office Suite, including Outlook, Excel, and Word</li><li>• Must be dependable, detail-oriented, flexible, organized, willing to learn, possess the ability to multi-task, and have a professional demeanor.</li><li>• Must have solid written and oral communication skills, including the ability to communicate clearly and professionally via telephone and email.</li></ul>
<b>Length of Employment:</b>	Semester or yearly basis
<b>Remarks:</b>	The Student Assistant commits to showing up for work diligently and punctually, honesty, performing assigned tasks, following directions, taking initiative, reliability, confidentiality, checking work for thoroughness and accuracy with attention to detail, and interest in learning new skills, especially mandatory computer skills. Ideal candidates will be willing to work up to a maximum of 25 hours weekly.
<b>Pay Range:</b>	\$12.25 - \$14.25 per hour
<b>Application Process:</b>	Send a cover letter and resume to <a href="mailto:studentemployment@ucdenver.edu">studentemployment@ucdenver.edu</a> or through CU Denver Handshake at <a href="https://ucdenver.joinhandshake.com/login">https://ucdenver.joinhandshake.com/login</a> .

# **STUDENT EMPLOYEE JOB DESCRIPTION TEMPLATE**

**Department:**

**Supervisor:**

**Job Title:**

**Job Location:**

**Position Purpose:**

**Job Description:**

**Eligibility  
Requirements:**

**Length of  
Employment:**

**Remarks:**

**Pay Range:**

**Application  
Process:**

# Student Employee Evaluation Form Template

Student Employee: \_\_\_\_\_ Empl: \_\_\_\_\_ ID: \_\_\_\_\_

Employee Job Class: \_\_\_\_\_ Evaluation: \_\_\_\_\_ Period: \_\_\_\_\_

Recommending Pay Increase: Y / N Current Pay: \$ \_\_\_\_\_ Increase in Pay: \$ \_\_\_\_\_

Evaluate each student employee based on each of the following criteria. Total up each category to determine the student employee's Overall Rating.

Character	Exceptional	Satisfactory	Need Improvement	Unsatisfactory	Does Not Apply
Maintains positive, pleasant, interested and enthusiastic attitude					
Shows initiative and does work on his/her own					
Is respectful of others					
Demonstrates professionalism					
Is a team player					
Interpersonal Skills	Exceptional	Satisfactory	Need Improvement	Unsatisfactory	Does Not Apply
Written communication skills					
Oral communication skills					
Works well with others					
Uses language and humor appropriately					
Accountability & Responsibility	Exceptional	Satisfactory	Need Improvement	Unsatisfactory	Does Not Apply
Maintains a clean space					
Calls in when late and/or sick					
Attends all mandatory trainings and meetings					
Submits requests for time off, vacation, schedule changes in a timely and respectful manner					
Clocks in/out daily and has minimal missed punches					
Adheres to Office and University Security Policies					
Uses office equipment and supplies responsibly					

<b>Accountability &amp; Responsibility Cont.</b>	<b>Exceptional</b>	<b>Satisfactory</b>	<b>Need Improvement</b>	<b>Unsatisfactory</b>	<b>Does Not Apply</b>
Punctual attendance					
Adheres to office policies					
Adheres to the dress code					
Adheres to the lunch policy					
<b>Job Performance</b>	<b>Exceptional</b>	<b>Satisfactory</b>	<b>Need Improvement</b>	<b>Unsatisfactory</b>	<b>Does Not Apply</b>
Demonstrates Professionalism					
Produces desired amount of work in a timely manner					
Accurate, thorough, makes minimal errors and is quick to find and correct them.					
Attention to detail					
Organized					
Demonstrates increasing job knowledge					
Demonstrates exceptional customer service					
Excels as a peer supervisor					
<b>Overall Rating</b>					

Promotions and pay increases are never guaranteed. If recommending or approving a pay increase, please see the Student Employment Job Class Description along with the Student Employee Pay Matrix to determine appropriate Student Assistant (SA) level.

**Supervisor's Comments:**

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**I have reviewed the above evaluation, including the supervisor's comments, and have discussed this evaluation with my supervisor. Even though I may have been recommended for a pay increase, I realize that a pay increase is never guaranteed. I hereby agree to the above evaluation.**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Student Employee Disciplinary Action Form Template

This form is intended to document disciplinary actions taken against the below-named student employee. The supervisor will maintain a signed copy of this form to be placed in the student employee's personnel file, along with giving a signed copy to the student employee.

Employee Name: \_\_\_\_\_ Employee Job Title: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Department: \_\_\_\_\_

### **POLICY VIOLATION(S):**

The following violation(s) has/have been found in reference to the above-named student employee:

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### **DESCRIPTION OF SPECIFIC INCIDENT:**

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### **ADDITONAL ISSUES (If applicable):**

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**CONSEQUENCES:**

Describe disciplinary measures to be taken now, and for future occurrences, if said violation(s) reoccurs.

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**SUPERVISOR CERTIFICATION SIGNATURE:**

(Please initial one of the following)

I hereby acknowledge that I have spoken with the above-named student employee regarding the violation(s) outlined above, and further, that I have advised the employee of said violation(s) and further

\_\_\_\_\_ acknowledge that the employee has been warned through the use of this form.

Action—1) obtain employee's signature on this form; 2) retain a copy of this form for the employee's personnel file; 3) give a copy of the form to the employee.

I hereby acknowledge that I have spoken with the above-named student employee regarding the violation(s) outlined above, and the employee has been notified he/she is being **terminated**

\_\_\_\_\_ **immediately.** Actions—1) notify employee through the use of this form that his/her employment is being terminated immediately; 2) obtain employee's signature on this form; 3) retain a copy of this form for the employee's personnel file; 4) give a copy of the form to the employee; 5) obtain any office and department property from said employee before dismissal.

Supervisor Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**EMPLOYEE CERTIFICATION SIGNATURE:**

I hereby acknowledge that I have been advised of above-mentioned violation(s) through the use of this form. I further acknowledge that I have been informed of any disciplinary actions to be taken. I understand that these violations can result or have resulted in the termination of my employment.

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## Pay Rate Regulation

Supervisors are responsible for setting the hourly pay rate of their student employees in accordance with the current Student Employment Job Class Descriptions, and the Student Employment Pay Matrix (both below). Student employees ***cannot be paid below*** the minimum wage standard, which is specified in the Student Employment Pay Matrix, and dictated by State and Federal regulation. Student employees must be paid at or above the State or Federal minimum wage, whichever is higher at any given time.

More information on the Colorado minimum wage is available on the Colorado Department of Labor and Employment [website](#).

If a student is being paid a fixed fee for a project, the hours to complete the project must be taken into account when calculating the payment total to ensure the wages are at or above the minimum wage standard.

Students ***cannot*** be paid higher than the maximum pay for the Student Assistant VI level. When changing the student's pay rate, first determine if the new pay rate still coincides with the pay range associated with the student's job code/class. If the new rate still coincides with the range, enter new amount and approve the change. If the new rate falls outside of the current code/class, employers will need to make sure the student's job description has changed and the student's job code/class is updated within *Position Data* in HCM.

## Student Employment Pay Matrix 2020

**Effective 01/01/2020**

<b>Job Class Title</b>	<b>Job Class / Code</b>	<b>Minimum Pay Range</b>	<b>Maximum Pay Range</b>
Student Assistant I	4101	\$12.00*	\$13.32
Student Assistant II	4102	\$12.95	\$14.59
Student Assistant III	4103	\$14.18	\$16.02
Student Assistant IV	4104	\$15.55	\$17.60
Student Assistant V	4105	17.09	19.37
Student Assistant VI	4106	18.82	25.99
Off Campus	4201	\$12.00*	\$28.37
Student Assistant High/Trade School/Other School	4301	\$12.00*	\$28.37

**\*On 1/1/20 Colorado's minimum wage increased from its previous \$11.10 to \$12.00 an hour. \***

# Student Employment Job Class Descriptions 2019-2020

## STUDENT ASSISTANT I

**Job Code = 4101**

**Pay Range = \$12.00 to \$13.32**

This class describes unskilled or entry-level training positions. These positions generally perform one identifiable set of duties so there is little variety. There is no latitude for altering the sequence of processing steps, determining own methods, or exercising significant judgment. Very specific instructions are clearly stated and readily available. This class may be used as a training level for a higher class.

**Some examples of work or positions may include:** filing, reception, sorting and routing mail, unskilled typing/word processing, unskilled lab helper (e.g. clean-up, preparation of solutions), custodian, food service worker, and library assistant/aide.

## STUDENT ASSISTANT II

**Job Code = 4102**

**Pay Range = \$12.95 to \$14.59**

This class describes routine and repetitive work where there is variation in duties requiring some judgment. These positions require little, if any, previous or specific knowledge, skill or experience. Employees often perform tasks which require the use of special equipment or tools (e.g. standard lab equipment, duplication equipment, grounds equipment, computer access or entry of data, or operation of audio-visual equipment). Assignments may include latitude for altering the sequence of processing steps by choosing alternatives from a standard set of procedures. Training positions receive the necessary preparation for entry to a higher class.

**Some examples of work or positions may include:** switchboard operation, groundskeeper, building security guard, day care aide, library assistant, clerical/office/staff assistant, manual labor, audio-visual technician, parking attendant (issuance of citations), data entry operator, grader, testing assistant, art model, childcare aide, duplicating and printing assistant, music assistant, lab helper with minimal responsibility, and receptionist (closely supervised).

## STUDENT ASSISTANT III

**Job Code = 4103**

**Pay Range = \$14.18 to \$16.02**

This class describes developmental and/or semi-skilled positions requiring the application of various knowledge and experience. These employees usually perform more independently and require less supervision of detail. Duties may involve greater variety. Work generally requires 1-2 semesters or previous experience, course work or training. This class may be used to provide further training for a higher class.

**Some examples of work or positions may include:** skilled typing, lead-worker, police dispatcher, cook's assistant, lab assistant (e.g. assisting with or running routine tests, experiments, or analysis given specific procedures but requiring some judgment in the execution), public safety guard, vehicle driver, 2nd year clerical/office/support assistant, computer operator, day care group leader, security worker, technical assistant, peer advisor, cashier (entry), police dispatcher intern, clerk typist, word processor, secretary, student assistant, tutor/grader, administrative assistant, nursing assistant, laboratory researcher (some supervision), course evaluator or skilled data entry worker.

## **STUDENT ASSISTANT IV**

**Job Code = 4104**

**Pay Range = \$15.55 to \$17.60**

This class describes full operating and/or skilled positions. Employees perform independently and require minimal supervision. Instruction is provided only for new or unusual situations. Employees possess all the relevant knowledge, experience or skill to perform duties independently. Generally requires 3-4 semesters or equivalent experience.

**Some examples of work or positions may include:** accounting technician, bus driver, microcomputer specialist, draftsman, electronic technician, or storekeeper.

## **STUDENT ASSISTANT V**

**Job Code = 4105**

**Pay Range = \$17.09 to \$19.37**

This class describes supervisory and/or advanced level positions. Supervisory employees supervise three or more subordinate student employees, including the authority to make hiring selections, schedule work and approve leave, and counsel employees on performance. Duties at the advanced level are typically more complex. Employees perform without direct supervision except for infrequent occasions involving the most complex situations. Work is typically reviewed for end result. Generally requires student to be 1-2 semesters short of degree and/or possess several years of experience.

**Some examples of work or positions may include:** food service student supervisor, lab assistant supervisor, clerical supervisor, day care group leader, custodial supervisor, computer programmer (requires original coding), advanced technical accounting, advanced lab assistant (runs own subjects, may supervise lab helpers), web page administrator, statistical analyst, program specialist, student services specialist, photographer, statistical analyst, research technician, program specialist, teaching assistant, accounting technician, hospital assistant (in clinics, records departments, etc.), or various other positions in which this employee supervises 3 or more subordinate employees.

## **STUDENT ASSISTANT VI**

**Job Code = 4106**

**Pay Range = \$18.82 to \$25.99**

This class describes second level supervisory, graduate level positions and/or positions requiring highly advanced skills. Supervisory employees supervise three or more subordinates with at least one as Student Assistant III. Graduate level employees possess the appropriate bachelor's degree and/or apply the knowledge gained to the assignment. [This job class should not be confused with the student faculty 1500 series job classes].

**Some examples of work or positions may include:** research assistant, graduate tutor/grader, and graduate teaching assistant, entry level accountant, advanced lab work (requiring specialized knowledge), library technician, student advisor, or peer counselor. Some UCCS examples of work or positions may include: teaching assistant, entry level accountant, library technician, student services specialist, computer programmer (highly advanced), engineering specialist, grant writer, community worker, mental health worker, electronic specialist, engineering specialist, entry level accountant, advanced lab work, student advisor, peer counselor, library technician, project coordinator, independent lab researcher, learning resource center coordinator, grant writer, editor (for professional publications and research presentations), outreach program coordinator, statistician, research presenter, graduate school assistant (epidemiology, medical physics, etc.), health care assistant (emergency room care associate, clinic assistant, etc.), engineering assistant, or various other positions in which employee supervises 3 or more subordinate employees including at least one Student Assistant III.

## **OFF-CAMPUS WORK-STUDY**

**Job Code = 4201**

**Pay Range = \$12.00 to \$28.37**

This job class describes a student who is working for an approved off-campus agency and who is covered under the University of Colorado's Workers' Compensation insurance policy. An agency must have contracted and agreed to the terms of the individual CU campus work-study agreement. Contact each campus' student employment office for a current listing of approved agencies.

**Some examples of work or positions may include:** Other college institutions such as CCD, MSUD, ACC Front Range, AHEC, etc. Family literacy programs such as libraries, community outreach programs, after school programs, family center, etc. Community service programs such as resource centers, foundations, K- 12 schools, boys and girls clubs, state services, etc. All work and position must meet the federal off-campus requirements and regulations stated in the Federal Student Aid handbook.

## **STUDENT ASSISTANT**

### **HIGH/TRADE SCHOOL/OTHER SCHOOL**

**Job Code = 4301**

**Pay Range = \$12.00 to \$28.37**

This job class describes a high school, trade school or "other" (as defined by each campus) student who is working for the University of Colorado.



## **To be used by Off-Campus Employers only:**

# **Background Check Disclosure**

The University of Colorado Denver | Anschutz Medical Campus (the “University”) may request, for lawful employment purposes, background information about you from a consumer reporting agency in connection with your employment or application for employment. This background information may be obtained in the form of consumer reports and/or “investigative consumer reports” (commonly known as “Background Reports”). These background reports may be obtained at any time after receipt of your authorization and, if you are hired by the University, throughout your employment.

**HireRight, Inc.** (“HireRight”), will prepare or assemble background reports for the University. HireRight, Inc. is located and can be contacted by mail at 3349 Michelson Dr. Suite 150, Irvine, CA 92612, and HireRight can be contacted at (800) 400-2761.

The types of information that may be obtained include but are not limited to: credit reports and bankruptcy filings history (for certain employment positions only); social security number verification; criminal records and history; public court records; driving records; educational history verification (e.g. dates of attendance, degrees obtain); employment history verifications (e.g., dates of employment, salary information, reasons for termination, etc.); workers compensation claims; personal and professional references checks; professional licensing and certification checks; address history; accident history; and other information bearing on your character, general reputation, personal characteristics, mode of living and credit standing.

The information may be obtained from private and public record sources, including as appropriate: government agencies and courthouses; educational institutions; current or former employers, or other acquaintances and other information sources. If the University should obtain information bearing on your credit worthiness, credit standing or credit capacity for reasons other than as required by law, then the University will use such credit information to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being evaluated.





## To be used by Off-Campus Employers only:

Once the [Background Check Request form](#) has been submitted by the Business Partner, Human Resources will initiate a background check via HireRight, our background check vendor. The applicant will then receive an email with further instructions on submitting their own background check consent form on-line through HireRight, Inc. Departments and applicants will be notified by Human Resources upon completion of the background check. Please note, it is important to ensure that the information on the on-line form is accurate and complete. *Additionally, applicants may not begin work until they have received notification that they have successfully completed the background check.*

## Background Check Request

### Section I – Applicant Information

STUDENT'S NAME: \_\_\_\_\_  
(Exactly as it appears on your Social Security Card)

Other legal names used it different from above: \_\_\_\_\_

Applicant email address: \_\_\_\_\_

### Section II – Department Information

Job Posting Number: \_\_\_\_\_ Position Title or Program Applied for: \_\_\_\_\_

Department: \_\_\_\_\_ Anticipated Effective/Hire Date: \_\_\_\_\_

Supervisors Name: \_\_\_\_\_ Department HR Liaison: \_\_\_\_\_

Applicant Status:

☐ Classified ☐ University Staff ☐ Faculty ☐ Student Employee ☐ Volunteer

Select all that apply:

☐ Criminal ☐ MVR ☐ Sex Offender

☐ Financial (must be an Office of the University) ☐ Other – please describe below

*If "Other" was selected from above, please specify the type of check needed – to be used for special circumstances only*

**Will this individual be working with minors?**

☐ Yes ☐ No

**Student Employment Office**

P.O. Box 173364, Campus Box 125 Denver, CO 80217-3364

Phone: 303.315.1842 Fax: 303.315.1886 Email: [studentemployment@ucdenver.edu](mailto:studentemployment@ucdenver.edu)

Revised 12/15/2014

For SE Office Use Only  
Employee ID:  
Date Sent:

# Web Link References

Background Investigation Policy:

<https://www.cu.edu/ope/aps/5050>

Check-Out Notification

<http://www.ucdenver.edu/about/departments/HR/resourcesforemployees/employeeecategories/Pages/studentworkers.aspx>

CU Denver|CU Anschutz Access Portal:

<https://passport.ucdenver.edu/login.php>

Division of Labor:

<http://www.colorado.gov/cs/Satellite/CDLE-LaborLaws/CDLE/1251569559596>

Drug-Free Schools and Colleges Notification:

[www.ucdenver.edu/about/departments/HR/Documents/Drug%20and%20Alcohol%20Info.pdf](http://www.ucdenver.edu/about/departments/HR/Documents/Drug%20and%20Alcohol%20Info.pdf)

Fair Labor Standards:

<http://www.dol.gov/whd/flsa/index.htm>

Free Application for Federal Student Aid (FAFSA):

<http://www.fafsa.ed.gov/>

FERPA Guidelines:

<http://www.ucdenver.edu/student-services/resources/Registrar-dev/StudentServices/Policies/Pages/default.aspx>

HIPAA Guidelines:

<http://www.ucdenver.edu/student-services/resources/Registrar-dev/StudentServices/Policies/Pages/default.aspx>

HCM Step by Step Training Guides:

<http://www.cu.edu/employee-services/hcm-training-environment>

HCM Step by Step Hiring an Employee:

<https://www.cu.edu/docs/sbs-hiring-employee>

HCM Step by Step Position Number:

<http://www.cu.edu/sites/default/files/Creating-a-Student-or-Temporary-Position.pdf>

Jury Duty:

<https://www.cu.edu/employee-services/collaborative-hr-services/cu-system-administration/employee-resources/jury-leave>

Over Payment Form:

<https://www.cu.edu/sites/default/files/policies/975-overpayment-notice/files/overpayment-notice-2014.xls>

Over Payment Regulations:

<https://www.cu.edu/employee-services/business-partners-ppldrl/resources/es-procedures-guide/overpayment-wages>

Payroll Calendar - Employee Services:

<https://www.cu.edu/hcm-community/pay-employees/payroll-production-calendars>

Payroll Calendar - CU Denver|CU Anschutz:

[www.ucdenver.edu/student-services/resources/CostsAndFinancing/FASO/Do/StudentEmployment/Documents/2019-2020/2019-2020%20Student%20Employment%20Bi-Weekly%20Payroll%20Calendar.pdf](http://www.ucdenver.edu/student-services/resources/CostsAndFinancing/FASO/Do/StudentEmployment/Documents/2019-2020/2019-2020%20Student%20Employment%20Bi-Weekly%20Payroll%20Calendar.pdf)

Sexual Misconduct Policy:

<http://www.cu.edu/sexual-misconduct/sexual-misconduct-related-policies-and-procedures>

Social Security Publications:

<http://www.socialsecurity.gov/>

Student Employment Office Email:

[studentemployment@ucdenver.edu](mailto:studentemployment@ucdenver.edu)

Student Employment Website:

[Student Employment](#)

Student Retirement Policy:

<https://www.cu.edu/ope/aps/5011>

University Risk Management:

<https://www.cu.edu/content/workerscompensation>

Work-Study Request Form:

<http://www.ucdenver.edu/student-services/resources/CostsAndFinancing/FASO/Do/Pages/Forms.aspx>

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