

STUDENT EMPLOYMENT HANDBOOK

2019/2020



**UNIVERSITY OF
NORTHERN
COLORADO**

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UNC STUDENT EMPLOYMENT

Student Employment at the University of Northern Colorado (UNC) is intended to be mutually beneficial to both students who desire campus-affiliated employment, and the members of the campus community who need a wide range of duties performed. On average, UNC employs over 1,400 students each academic year in positions that support the diverse needs of our campus community and surrounding local communities through partnerships with local non-profit organizations. All student employment opportunities are intended to provide financial support as well as opportunities to gain work experience in areas related to a student's career or educational goals.

Along with the many positive aspects of being a student employee, there can be challenges and concerns that require attention. Studies have shown that balancing part-time employment while pursuing a college education can actually foster quality time-management skills enabling the student to achieve more academically. Part-time employment can also assist students in developing valuable work skills and habits, money management practices and leadership qualities that will prove beneficial in a student's career search. Ultimately, being a student employee can be a rewarding lifetime experience. This handbook has been designed to help students and supervisors understand student employment policies and procedures at UNC.

Additional information can be located in the Office of Financial Aid - Student Employment (OFA).

Office of Financial Aid

Student Employment

Campus Commons

1051 20th Street

Campus Box 33

Greeley, CO 80639

Phone: (970) 351-4862

Email: OFA@unco.edu

Web: <https://www.unco.edu/financial-aid/types-of-financial-aid/work-study.aspx>

Student Employee- Defined

A student employee is a student who is enrolled in classes at the University of Northern Colorado, and is either: (a) awarded federal or state work-study as part

of a financial aid package; (b) awarded a graduate assistantship; or (c) has been hired directly by a department. All student employees are considered "at-will" employees. The primary difference between each employment type is the wage funding source and student eligibility. Student employment is considered interim or temporary.

Colorado and Federal Work-Study Programs

Work-study is a form of financial aid awarded to students based on their eligibility determined by the Free Application for Federal Student Aid (FAFSA) along with other financial aid criteria. Funding is available to both undergraduate and graduate students to help students cover educational expenses incurred during the academic year. In order to utilize awarded funds, students are responsible for locating and securing a specified work-study position with an on-campus department or an off-campus community partner.

Eligible students will receive a work-study award for the Fall/Spring semester (August-May) of a given academic year. Funds are paid to the student as semi-monthly paychecks earned throughout the academic year based on hours worked. Students can only earn their work-study funds within the academic year it was awarded. Unused work-study funds do not penalize their future financial aid award letters. Unused work-study does not need to be paid back; students can request cancellation of any unused work-study and may be eligible to receive additional loans. Once a student earns the full amount of their allocation, they are no longer able to continue their employment under the work-study program for that academic year. However, the hiring department may be able to convert the position to a Student Non-Work Study position.

Funding for the work-study program is limited and awards not assigned to approved work-study positions may be cancelled after October 1. Funding is reviewed throughout the year and may be re-awarded to students requesting funds from the work-study wait list.

Available Work-Study Funding

- **Colorado Work-Study**

- Need based funding awarded to Colorado residents.

- Award pays 100% of student employee hourly wages; hiring department pays 0% (2019/2020). Award/hiring department contributions are subject to change annually.

- **Federal Work-Study**

- Need based funding award to eligible students.
- Award pays 75% of student employee hourly wages, hiring department/organization pays 25%.

- **No Need Colorado Work-Study**

- Funding awarded to Colorado state residents who have no financial need as determined by the FAFSA. Funds are limited and students must apply by submitting a waitlist request.
- Award pays 100% of student employee hourly wages; on-campus hiring department pays 0% (2019/2020). Award/hiring department contributions are subject to change annually.
- Award pays 80% of student employee hourly wages; off-campus hiring organization pays 20%.

Off-Campus Employment-Community Service Work-Study Program

Work-study positions can be located in the community with eligible local non-profit, government agencies and community-based organizations; UNC identifies specific programs designed to improve the quality of life for community residents. Community Service employment opportunities are designed to enhance the students' educational experience through hands-on training that is academically relevant. Employment opportunities in this area can be limited due to funding constraints. Students participating in the work-study program will receive the same hourly pay as students (or non-students) working in positions with similar capacities. Students who work off-campus are typically awarded Federal Work-Study.

Work-Study Eligibility Requirements

1. Financial Need

Receiving a work-study award is dependent on the student demonstrating both financial need and interest in the program per their FAFSA. Inquiring students must complete a FAFSA each academic year and answer "yes" to the question, "Are you interested in Work-Study?" Occasionally students may receive a no need work-study award, which does not require the student to demonstrate

financial need. Office of Financial Aid only awards no-need work-study on a case-by-case basis.

2. Availability of Work-Study Funds

Due to limited state and federal work-study funds, not all students will receive an award. Students who complete their FAFSA by the propriety deadline (March 1) will have the best opportunity to receive funding. Students requesting work-study funds are placed on a waitlist in the event funding has been exhausted. The waitlist request form can be submitted by accessing the link from the Student Employment web page:

<https://www.unco.edu/financial-aid/types-of-financial-aid/work-study.aspx>.

3. Satisfactory Academic Progress (SAP)

All work-study employees must meet SAP requirements while utilizing financial aid resources. This includes maintaining a 2.0 cumulative Grade Point Average (GPA), passing 67% of their courses, and not withdrawing from all of their courses within a semester. Students may continue to work while on a "warning" or "probationary" semester, but will be terminated from their position in the instance they become ineligible for financial aid. For all SAP rules please review the following link:

<https://www.unco.edu/financial-aid/pdf/2016-2017/sapundergrad.pdf>.

4. Enrollment

Work-study students must be enrolled in a degree-seeking program as a full-time student (12+ credit hours undergraduates, 9+ credit hours graduates). Work-study awarding is prioritized for full-time students; however, funding may be available to students enrolled at least half time.

5. U.S. Citizen or Permanent Resident

a. Colorado Resident for State Work-Study

Work-Study Eligible Employment Periods

Eligible students may utilize their work-study award during fall and spring semesters. UNC does not offer work-study for summer semesters. Students wishing to continue in their employment position during the summer must work as a non-work-study employee.

Student employees may begin working **August 16th** and cannot work past **May 15th** of each academic year

for hourly employment or May 31th for salaried employment.

Work-Study Wait List

The work-study waitlist is for eligible students who did not receive work-study funds on their award letter. The waitlist can also be used to request additional work-study funds when a student has exceeded their initial allocation.

- *Waitlist request will be reviewed no later than September 15 and are processed for eligible students when funding becomes available.*
- *Awards are made on a first-come, first-serve basis; however, priority may be given to students who utilized work-study in the prior school year.*
- *Awarding is based on allocation spending levels, and there is no guarantee students on the waitlist will be awarded work-study funds.*
- *Request for students whose cost of attendance has been met with other aid programs cannot be approved.*
- *Duplicate requests will not be reviewed.*
- *In addition to email notifications, status updates can be viewed in URSA on the "Financial Tab" under "Outstanding Requirements."*

Student Non-Work-Study Employment Program

UNC's Student Non-Work-Study employment program provides on-campus employment opportunities to students. Positions are funded by individual on-campus department budgets. The program employs students on campus only, however not all departments have a budget to hire non-work-study employees. Positions under this program are open to all fully accepted regular students. Students enrolled in the spring semester can be hired during the summer, even if the student graduated.

Students may work even when enrollment is less than part-time, however students taking less than 6 credit hours during the academic year or less than 3 credit hours during the summer will have Medicare (1.45%) and Student Retirement (7.5%) taken from their checks unless they are an international exempt student. Additional deductions may apply for all students. Contact UNC's Payroll Office for additional information on payroll deductions.

Payroll Office

Carter Hall, Room 2005

501 20th Street
Campus Box 5
Greeley, CO 80639
Phone: (970)-351-2700
Email: payroll.office@unco.edu.

Graduate and Teaching Assistantships

Students enrolled in a UNC graduate program may apply for graduate or teaching assistantships to assist in covering educational costs. Applications for graduate or teaching assistantships offered at UNC are available through the Graduate School. For more information about this process, students may contact The Graduate School and International Admissions.

The Graduate School and International Admissions

Carter Hall, Room 2007
501 20th Street
Campus Box 135
Greeley, CO 80639
Phone: (970) 351-2831
Email: grad.school@unco.edu

International Student Employees

International Students with a U.S. Work Visa may work a maximum of 20 hours per week on-campus. For more information about this process, students may contact the Center for International Education.

Center for International Education

University Center, 2nd Floor, Room 2205
501 20th Street
Campus Box 52
Greeley, CO 80639
Phone: (970) 351-2396
General E-mail: cie@unco.edu

HIRING PROCESS

Securing Student Employment

Students are responsible for securing job opportunities that best fit their employment needs. Students are encouraged to utilize all resources available to assist with the job search process. A few primary ways include, creating a profile on Handshake to access UNC's job database, attending the annual Student Employment Fair, and visiting the Career Services Office or Office of Financial Aid - Student

Employment for additional guidance. Students may even directly contact departments in which they have interest. While many efforts are made to assist students in securing employment, UNC does not assign jobs or guarantee that any individual student will be able to arrange a specific type or amount of work.

It is a violation of University Policy to discriminate in the provision of educational or employment opportunities, benefits, or privileges; to create discriminatory work or academic conditions; or to use discriminatory evaluative standards in employment or educational settings if the basis of that discriminatory treatment is, in whole or part, the person's race, religion, gender, age, national origin, disability, veteran status, sexual orientation, or political affiliation. For more information or to report issues of equity, fairness or claims of discrimination contact:

Human Resources Office

Carter Hall, Room 2002
501 20th Street
Campus Box 54
Greeley, CO 80639
Phone: (970) 351-2718

Job Announcements

The Office of Financial Aid - Student Employment collaborates with the Career Services Office to provide UNC departments and the local community a job posting service free of charge. The partnership provides efficient job searching capabilities for our students. Potential employers can take advantage of a manageable tool to post job openings and screen potential candidates. Students can explore open positions by creating an account in Handshake at: unco.joinhandshake.com. Students will want to create their account using their Bear Email address.

Students and Employers should contact Career Services for additional information:

Career Services University Center

University Center, 2nd Floor
501 20th Street
Campus Box 58
Greeley, CO 80639
Phone: (970) 351-2127
Fax: 970-351-1182
E-mail: Career.Services@unco.edu

Student Employment Fair

The Student Employment Fair is an excellent opportunity to learn about the variety of positions available to students. The fair is generally held during the first or second week of the fall semester and open to both undergraduate and graduate students. UNC welcomes both on-campus employers and our off-campus community service partners to connect with students looking for part-time employment. Employers utilize the opportunity to take applications, conduct interviews, and may even extend job offers to students at the fair. Some jobs may only be available to students who qualify for work-study funding; students can access their financial aid award letter on URSA to check their eligibility.

Community Involvement Opportunities

Students awarded work-study funds have the unique opportunity to find work in positions serving the local or surrounding communities while remaining on the UNC payroll. Students are encouraged to apply for existing positions posted on Handshake or develop their own community work-study positions with local non-profit agencies (see Off-Campus Employer Eligibility for additional information). A list of participating agencies is available on the Student Employment web page:

<https://www.unco.edu/financial-aid/types-of-financial-aid/work-study.aspx>

New Student Employee Hiring Documents

Per Federal law, new student employees at the University must complete the following hiring paperwork **BEFORE** they begin working:

I-9 Employment Eligibility Verification Form

To complete an I-9 form, students must have two original forms of unexpired identification documents. I-9s expire after a student has been unemployed for at least a year. If a student has an expired I-9 they must complete a new I-9 form within 3 days of hiring.

Students working on-campus must complete this form with their supervisor or a hiring authority within their department. Students working in off-campus organizations will complete their I-9 form in the Office of Financial Aid – Student Employment. Once these forms are completed, the forms will be submitted to the Human Resources office located in Carter Hall, Room 2002.

W-4, Employee's Withholding Allowance Certificate

The Payroll Office requires all student employees submit a W-4 tax form in order to setup an employee's correct tax deductions. The Internal Revenue Service (IRS) requires payroll to withhold at the highest tax rate until a valid W4 is received. All students need to submit completed W-4 forms to the Payroll Office in Carter Hall, 2005.

Authorization Agreement for Automated Deposits

University policy states all UNC employees, including students, set up Direct Deposit through the Payroll Office. This allows the Payroll Office to deposit a student's earnings into a bank account of their choosing each pay period.

In order to complete this document, students must attach either a voided check or a Direct Deposit letter from their bank to the Direct Deposit form. Payroll requires students turn in this form one week prior to their first payday.

These forms can be found on the Payroll website at <http://www.unco.edu/payroll/payroll-forms.aspx>.

Rehiring – Returning Student Employees

Students returning to a previously held position, or continuing their employment the following year, do not need to complete a new W-4 and Direct Deposit unless there has been a change. As long as the I-9 document has not expired, student employees will not need to complete a new form.

Student Employee Hiring Checklist

- Verify student status and type of employment – Does your student employee have work-study?*
- Use the Student Employment and EPAF Entry form to create an Electronic Personal Approval Form (EPAF).*
- On-Campus departments will complete the I-9, W-4, and Direct Deposit Authorization for new students.*
- Off-Campus employers should send new hires to the Office of Financial Aid to complete I-9, W-4, and Direct Deposit Authorization.*
- Completed hiring forms need to be forwarded to Human Resources (HR).*

- Wait for EPAF approval before the student can begin working.*
- The Student Employment Office will verify that work-study employees meet eligibility requirements before approving the EPAF.*
- It is up to the originator to check their queue for returned EPAF's, comments will be added to the EPAF as to why it was returned.*

New Employee Orientation

An informal orientation is highly recommended to help students adjust to the department and the job. Supervisors should set aside time to orient students to the department on his/her first day of work. When discussing the job and the responsibilities it entails, it is important to address the following questions:

- Who is the direct supervisor and what does he/she do?*
- Who is the "alternate" supervisor and what does he/she do?*
- Who should the student direct problems or questions to?*
- Who should be contacted in case of absence or change in work schedule?*
- What is the general procedure for reporting absences or changes in the work schedule?*
- What is the best way for the student to communicate with their supervisor and other staff (e.g., email, phone)?*
- When/how will evaluations occur?*
- What is the procedure for supervisor/student employee meetings? How often should the student check in (e.g., daily, weekly)?*

GENERAL POLICIES

Student Employment Policies

The following policies apply to all UNC Student Employees as previously defined. UNC encourages both students and employers to carefully read and familiarize themselves with policies. Each hiring department or organization may establish additional policies concerning student employment provided they remain consistent with the policies stated here.

Employer Responsibilities

Employers should strive to provide meaningful work that complements and reinforces a student's educational program or career goals. Each department

must designate a student employment supervisor who is responsible for overseeing the work assigned to and performed by each student employee.

Student employee supervisors are also responsible for the following:

1. Verify that they are registered as a student at UNC.
2. Verify work-study award when hiring work-study student employee(s) before they begin working.
3. Submit an EPAF once the student employee(s) is hired or rehired, and wait for its approval before they begin working. The Student Employment and EPAF Entry Form is located on the Payroll Forms website:
<https://www.unco.edu/payroll/payroll-forms.aspx>
4. Complete the I-9, W-4, and Direct Deposit forms with all new student employees within 3 days of the date of hire.
5. Ensure timesheets are accurate and submitted on time each pay period.
6. Keep track of the work-study employee(s) hours, and monitor their earnings so they do not exceed their allocation
7. Student employee file requirements:
 - a. Student Worker - Statement of FERPA Understanding Form for the duration of the student's employment and a minimum of 2 years after the position is terminated.
 - b. Disciplinary action documents for the duration of the student's employment, and a minimum of 2 years after the position is terminated.
 - c. A copy of the work-study employee's current class schedule, updated each term. A student employee may not work during scheduled class time. Documentation of a cancelled class session must be maintained if hours are worked during the scheduled class session.
8. Report all student employee health and safety concerns, or violations of the Student Code of Conduct to the Dean of Students Office.
9. Requests for student Account Access (PDID) will be needed if the student employee job duties require access to any of the following systems: Employee E-mail, Insight, Banner

Production, Network Drive access, Voicemail/Long Distance authorization code, Workstation access, Xtender, SharePoint, Resource 25, or Cbord. Forms can be obtained by logging into the UNC Support Portal:
help.unco.edu

Verifying Work-Study Eligibility

All supervisors must ensure work-study student employee(s) have been awarded work-study funds before the student begins working. If a student employee begins working and the supervisor later determines the student does not have a work-study award, it is the department or organizations responsibility to cover the costs of the student's earnings for all hours worked. Verification options include:

1. **Handshake** – Post job openings on Handshake and select the “Work-Study” option to limit job applicants to students awarded work-study funds. Note that all student users are able to view both Work-Study and non-Work-Study job postings on Handshake.
2. **Insight Report** - UNC supervisors can also request access to campus Insight report AID097 – Work-Study Award Information. The report provides work-study award information and remaining funds per student ID. Contact the Office of Financial Aid-Student Employment for access to the report.
3. **Students** – Students can provide confirmation to their employer. Eligibility for work-study may be checked/verified by the student accessing their financial aid award information in URSA.

Job Description Recommendations

Job Descriptions are strongly encouraged as they serve as the justification for a student's pay rate. It also allows a student to understand the expectations of the position. UNC recommends descriptions include the following:

- Clearly defined job title.*
- Outline of key responsibilities.*
- Mandatory and preferred qualifications for the job. Indicate if training will be provided.*
- Contact person/supervisor and application procedure.*

- ☑ *Approximate number of hour's employee is expected to work and particular days/hours.*
- ☑ *Pay rate/pay scale.*

Supervisor Training Opportunities

The Office of Financial Aid – Student Employment coordinates Supervisor Training sessions annually in the spring. Training topics may include an overview of student employment policies and procedures, Handshake, I-9s, and EPAF training. New hiring authorities are encouraged to contact Student Employment, Payroll, and Human Resources for individualized training.

Off-Campus Employer Eligibility

An off-campus agency is eligible to employ students with work-study awards by meeting the following qualifications:

1. is a non-profit or government agency,
2. is engaged in community enhancing work, and
3. agrees to the terms set forth in the off-campus work-study contact.

Off-Campus employers must provide the following documentation to participate as a community service partner:

1. Work-Study Job Description
2. Statement of non-profit status and mission statement.

Eligible organizations will meet with the Office of Financial Aid -Student Employment annually to sign a Federal Off-Campus Work-Study contract.

Site Visits to Off-Campus Employers

To maintain a positive and educational off-campus work-study experience the Office of Financial Aid - Student Employment will conduct periodic site visits to each off-campus organization during the Fall and/or Spring semester. The student employee's direct supervisor and Student Employment representative will meet to tour the areas in which student employee's work, discuss any issues, review time collection methods and student evaluations. Student employees do not need to be present during the site visit.

Employer Contribution to Work-Study Wages

Each on campus department or off-campus community partner will be charged 25% of the student employee's total pay if the student is awarded federal

work-study funding. Off-campus partners who employ student awarded state no-need funding will be charged 20%. The University will make these charges to an on-campus department's FOAP each pay period. Off-Campus employers will be invoiced monthly for their share paid to the students. Off-campus employers are required to send payment to the specified address on the bill.

As noted throughout this manual, employers are responsible for 100% of a student's earnings for any hours worked in violation of the following federally mandated restrictions on the use of Work-Study funds:

- *Employment must not displace employees or impair existing service contacts.*
- *Employment must not involve constructing, operating, or maintaining any part of a building used for religious workshop or sectarian instruction.*
- *The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary service for any paid employee.*

Allocation Overages

Students may not earn in excess of their work-study allocation. In the instance a student employee earns more than their allocation, the hiring department is responsible for paying the excess amount from their department account. Once a student earns their work-study allocation, OFA terminates the work-study position(s) by the end of the current pay period. Supervisors wanting a student employee to continue working may rehire them as a non-work-study employee funded by the hiring department.

Labor Redistributions

Office of Financial Aid submits a Labor Redistribution request to the Payroll Office when a student employee exceeds their work-study allocation. The employer will receive a notification of the overage before the labor redistribution request is submitted. If a department's account information has changed, or if the department wants another account number charged, they should contact Office of Financial Aid once they are notified of the overage.

STUDENT EMPLOYEE RESPONSIBILITIES

Performance Standards

Student employees are required to comply with the performance standards established by the department or organization for which they work. Students who fail to perform in a satisfactory manner may be removed from their position. All UNC students must adhere to the University's Student Code of Conduct. Violating the code of conduct is grounds for termination and University disciplinary actions. Office of Financial Aid recommends student employees and supervisors review the Student Code of Conduct guide located on the Dean of Students webpage before the start of employment. If a supervisor has questions regarding a student employee's conduct in the workplace, they should contact the Dean of Students for assistance:

Dean of Students
Campus Box 78
University Center
Greeley, CO 80639
(970) 351-2824
Email: dos@unco.edu

Confidentiality

Student employees shall maintain confidentiality regarding workplace issues. The release or sharing of information and the removal of files or other materials from the workplace is prohibited. Any breach in confidentiality is grounds for immediate termination. Unauthorized disclosure of this information can result in termination of employment with the University, loss of federal financial aid funding, and criminal and civil penalties. Student employees should understand the requirements and standards for confidentiality for the office in which they work before the start of employment.

Family Educational Rights and Privacy Act of 1974 (FERPA)

FERPA is a Federal law designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the protections of inaccurate and misleading data through informal and formal hearings.

Student employment positions may allow access to student records or other forms of student personally identifiable information (PII). This information includes, but is not limited to, transcripts, grades, class schedules, applications and personal information, and can exist in multiple formats, including written and electronic materials, and/or personal conversations. Student employees are protected under FERPA, and must maintain confidentiality regarding any forms of PII.

The University requires all student employees sign a Statement of FERPA Understanding upon securing university employment.

<https://www.unco.edu/registrar/pdf/ferpa-studentworker.pdf>

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Similar to FERPA, HIPAA provides confidentiality and safeguarding of medical information, and governs the release of information for university offices such as the Student Health Center and University Counseling Services. Student employees are protected under HIPAA, and must maintain confidentiality of all medical records.

Absences

A student employee should notify their supervisor in advance if they are unable to work their regularly scheduled work hours. Absence policies may vary depending on the department. The supervisor will define their preferred notification and provide this information to the student employees in their department. Student employees should communicate any concerns about absences with their supervisor.

Excessive absences, tardiness, leaving work early, long breaks or absence without duly notifying the appropriate supervisor is just cause for disciplinary action and/or termination.

University Drug and Alcohol Policy

Student Employment encourages all student employees to be aware of the University policies on drugs and alcohol. Student employees and supervisors can read the full policy at the Dean of Students webpage:

<https://www.unco.edu/prevention/compliance.aspx> . Violation of University policy, and/or state and federal

laws is grounds for immediate termination of the student employee, and subject to University disciplinary actions.

Worker's Compensation Insurance

The University provides Worker's Compensation Insurance for all student employees. Student employees are considered University employees whether they work on-campus or with a contracted off-campus community partner. Worker's Compensation Insurance covers work-related injuries. Benefits include medical, wage loss, and death benefits.

Work related injuries must be reported to the student employee's supervisor and to UNC Human Resources within four working days of the occurrence. The student employee will complete a 'First Report of Injury' form at the Human Resources Office once the injury is reported.

If the injury is life or limb threatening, the student employee should seek immediate medical attention at the nearest emergency room. Otherwise, a Human Resources representative will schedule an appointment for the employee with a UNC designated medical provider.

COMPENSATION, HOURS, & BENEFITS

In general, students employed on a casual basis, i.e., not permanent employment, do not receive the same benefits as permanent university employees. However, there are exceptions to this policy. The following is specific information about student employment benefits:

Pay Rate

Although there is no standard rate of pay, the pay scale established by the University is between minimum wage and \$15.00 per hour. Labor Standards and Statistics for the State of Colorado are available through the Colorado Department of Labor and Employment page:

<https://www.colorado.gov/pacific/cdle/labor>

Establishing Pay Rate

The amount a student employee is paid varies depending on the position's job description and pay range, the experience a student has, and individual

employers. Along with these items, pay rates must adhere to federal regulations. In determining an appropriate pay rate, the following Federal regulations must be considered:

1. The skills needed to perform the job;
2. How much persons with those skills are paid in the local area doing the same type of job;
3. Rates paid to non-work-study employees in a similar position; and
4. Any applicable federal, state, or local laws.

If a student believes their pay rate does not accurately reflect the criteria provided above, they should contact Office of Financial Aid for assistance.

Pay Rate Changes

Employers have the ability to adjust a student employee's pay rate throughout the duration of the student's employment period. When changing the student's pay rate, first determine if the new pay rate still coincides with Office of Financial Aid recommendations and federal regulations. The employer can submit a pay rate change electronically through an EPAF. If the new rate falls outside of the current pay range for their position, the student's job description should be updated.

Establishing Work Schedules

The number of hours a student may work depends on the organization's needs and budget, the student's availability and work-study award amount when applicable. A student employee working in multiple positions should inform each supervisor of the other position(s), including the hours worked, to ensure the student does not exceed weekly hour recommendations or work-study allocations. Federal regulations prohibit students from working during scheduled class or exam times.

In general Student Employment is a program designed to provide part-time employment, therefore UNC recommends that students establish a 20-hour workweek. Refer to the following guidelines when establishing a student employee's work schedule:

1. The student employee provides a copy of their class schedule each semester to their supervisor to confirm hours are not scheduled during class or exam times.
2. The work schedule is created around the allocation amount a work-study student

employee is awarded.

3. The student employee hours should not exceed 12 hours per day, and 40 hours per week.

Semester Breaks

Student employees may continue working in their work-study position during both winter and spring breaks. However, students employed through the work-study program may work through winter break only if they are returning for the spring semester. Students may only be employed as non-work-study student employees during summer break. Students enrolled in the spring semester can be hired during the summer, even if the student graduated.

Meal and Rest Periods / Breaks

Per the Colorado Department of Labor, breaks and meal period regulations apply to all employees and employers covered by the Colorado Minimum Wage order. Therefore, student employees are entitled to an uninterrupted and 'duty free' meal period (unpaid) of at least 30-minutes when the scheduled work shift exceeds five consecutive hours of work. Student employees should also be permitted a 10-minute (paid) rest period in the middle of each four-hour work period. The Colorado Department of Labor provides additional information:

<https://www.colorado.gov/pacific/cdle/breaks>

Leave and Holiday Pay

Student employees are not eligible to receive paid vacation leave, sick leave, holiday pay, shift differential, unemployment compensation, or university closing leave pay. Students are also not eligible to receive compensation while attending jury duty from the University, however the department can opt to pay scheduled hours for jury duty if their budget allows.

Overtime Pay

University policy states student employees are not authorized to work overtime unless extenuating employment circumstances require it. Overtime includes anything over 12 hours in one work day, and/or 40 hours in any given work week. It is the responsibility of the supervisor to monitor a student employee's hours to ensure they do not work overtime. In the event a student employee

accumulates overtime hours, the overtime rate of 1.5 times the regular rate must be applied to the excess hours as they are considered non-exempt employees. The workweek begins on Sunday at 12:01 a.m. and ends Saturday at midnight.

Students are allowed to work for more than one employer simultaneously. Students should advise each hiring department of the hours worked in each position, as the total hours will be combined into one total for the week. If overtime occurs in this situation, the overtime will be charged to the department that exceeds regular hours.

Voluntary Services

University policy prohibits departments from accepting voluntary services from any paid student employee. The University is required to pay student employees under the state and federal work-study program for all hours worked. If a student employee is volunteering under a job description where other students are being paid, they must receive pay for these hours.

Timesheets

Student Employees will complete an electronic timesheet using UNC's student portal URSA – exception: students who work for Facilities do not enter their hours on the web. Students will log into URSA to record their hours each day. At the end of the pay period, students will submit their hours to their supervisors so they can be approved. An employer may request a paper timesheet, along with the electronic one required by UNC, to ensure hours worked are verified by the employees supervisor when the electronic time sheet approver is not the employees direct supervisor.

Deadlines for time submission may differ between pay periods and departments. Students must be aware of the "submit by date," noted on their electronic timesheets.

Approvers must also be aware of when students no longer have access to their timesheets, and when the approver deadline is. Payroll would like all time approved by 3pm on the day after time entry closes for student employees. Please refer to the Payroll calendar for these dates. You can retrieve the entire year of calendars from the payroll web page www.unco.edu/payroll.

Missed Pay Periods and Payments

Per Federal Wage and Labor Law, student employees must be paid for all hours worked. It is the supervisor's responsibility to ensure their student employee's submit their hours accurately and in a timely manner. In the instance a student does not receive pay for hours earned, the supervisor is required to contact the Payroll Office immediately. More information about this law is available through the United States Department of Labor: <https://www.dol.gov/whd/>.

Paychecks/Direct Deposit

It is a University policy that all employees of UNC, including students, have direct deposit. You can download the Direct Deposit Form from the payroll website and submit it to the Payroll Office. The form must be submitted at least 1 week prior to payday for the direct deposit to be activated. All student employees must be paid for all hours worked, and will receive paychecks on a semimonthly basis. For more information on payroll schedules, please visit the Frequently Asked Questions section of the Payroll website:

<https://www.unco.edu/payroll/frequently-asked-questions.aspx>.

CASE Agreements

(Credit Available for Student Employees)

Students who need to utilize work-study earnings to help satisfy their student bill can set up a CASE Agreement plan for the duration of the semester. The CASE Agreement is a payroll deduction plan allowing the Payroll Office to deduct a portion or all of their wages from each pay period and apply the funds directly to the student bill. Students decide the amount deducted from each pay period. Students enrolled in this plan are not subject to monthly service fees applied to unpaid student bills as long as they continue to meet the terms and conditions of the agreement.

The student employee will indicate their projected deductions for each pay period, and then have their supervisor verify and sign the agreement. Student employees must submit CASE Agreements to the Bursar's Office before the 10th day of the semester. CASE Agreements forms can be obtained from the Office of Financial Aid website:

<https://www.unco.edu/financial-aid/forms/employment.aspx>.

Monitoring Work-Study Hours/Earnings

Keeping track of hours and earnings throughout the academic year is the responsibility of the student employee and supervisor(s). This oversight ensures the student does not exceed their allocation amount. If a student employee or supervisor is unsure about how much work-study funding is still available to earn, they can contact the Office of Financial Aid.

Viewing Total Earnings

Student employees can view a summary of their work-study earnings by academic year by selecting the Work-Study Summary link from the Financial Tab on URSA. Students should contact the Office of Financial Aid for information about their work-study summary.

Pay Period Report

The Student Employment Pay Period Report provides supervisors with a monthly update of work-study allocations and earnings. Reports are emailed to Time/Leave Routing Queue Approvers listed in Banner unless alternate arrangements are made with Student Employment. The report includes a list of all work-study students employed within the department or organization even if their job has been terminated. All amounts listed are based on the most recent payroll end date. The report includes the student's total allocation for the academic year and their remaining eligibility amount and hours. Remaining hours are calculated by dividing the remaining eligibility amount by current pay rate. (Special Note: *Remaining Eligibility Hours* will not be accurate if a student's hourly pay rate has changed, however *Remaining Amount* is accurate)

DISCIPLINARY ACTIONS & TERMINATIONS

Determining disciplinary actions for student employees is the sole responsibility of the department or organization. Student Employment recommends departments use the following procedures for disciplining student employees:

Verbal Counseling

In the event that a student commits a minor infraction within the workplace, verbal counseling may suffice as a disciplinary action. During verbal counseling, supervisors should clearly specify the reason for the conversation. Student Employment recommends

supervisors document the date and time of the verbal counseling, the reasoning for it, and date the incident occurred.

Written Warning

If the behavior of the student employee has not changed, Student Employment recommends supervisors initiate a formal written warning. The written warning should state the reason for the disciplinary action, and include subsequent steps should the student need discipline multiple times (i.e., termination).

Both the supervisor and student employee should sign and date the document, indicating the student employee understands the purpose of the written warning, not that they agree with it. The supervisor should then keep the original document in the student's records, and provide a copy to the student employee.

Termination Policy

As Colorado is an 'Employment-At-Will' state, supervisors may terminate a student employee at their discretion. However, please take into account the reason for the termination cannot be discriminatory in nature. Please refer to the Colorado Department of Labor and Employment's at-will regulations for more information:

<https://www.colorado.gov/pacific/cdle/labor>

Supervisors reserve the right to terminate a student employee not meeting employment standards set forth by the department or organization. Supervisors also reserve the right to terminate a student employee who has committed a violation of the University's Student Code of Conduct or state and federal laws immediately. Grounds for termination may include but are not limited to the following: harassment, discrimination, fraudulent reporting of hours, unauthorized disclosure of student sensitive information protected under FERPA and/or HIPAA, destruction of property, and theft.

Involuntary Terminations

If a supervisor terminates a student employee from their position, the supervisor must inform the Payroll Office immediately. Student must be able to pick up their final check within six business hours of termination. Submit both the Hourly Time Sheet (final hours) and the Non Scheduled Check Request with the

final hours to Payroll. The Form is located on the Payroll Forms website:

<https://www.unco.edu/payroll/payroll-forms.aspx>

Voluntary Terminations

Student employees wishing to end their employment are not legally required to notify their supervisor in advance. It is customary to provide a supervisor at least a two-week notice, but the Colorado Department of Labor and Employment does not require this.

Scheduled Terminations – End of Spring Term

Employers are not required to submit a termination EPAF at the end of the spring semester for each work-study student employee. All work-study student employment positions are automatically scheduled to terminate May 15th of each academic year.

Student Employment Terminations

The Office of Financial Aid is required to terminate a student employee's position in the event the student exceeds their work-study or loses their eligibility for work-study. This can occur when the student receives additional financial aid, such as scholarships, or does not meet the Satisfactory Academic Progress (SAP) policy. A termination notification will be sent to both the student and their supervisor.