



# **Student Employment Handbook for Students**

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## Introduction

Office of Financial Aid and Student Employment

Student Employment at Colorado College is coordinated by the Financial Aid office.

14 E. Cache La Poudre Spencer Center, 1st Floor Suite 134, Colorado Springs, CO 80903

**Phone:** (719) 389-6651 **Fax:** (719) 389-6173

**Email:** studentemployment@coloradocollege.edu

**Office hours:** Monday-Friday 8:30am-5:00pm

## Handbook Overview

Student employment is first and foremost categorized as an employment program, but is also seen by Colorado College as a learning experience intended to provide the foundation for students to develop their skill sets, to gain and expand upon valuable work experience, and to prepare them for assuming adult work responsibilities. In exchange for their student employment opportunity, CC student employees contribute to the successful operation of the College and/or local community service agencies. Students hold jobs in almost all areas of college life (as well as with off-campus community partners) thereby supplying a valuable workforce resource for college departments, many of which rely heavily on student employees.

The Student Employment Handbook does not constitute a contract between Colorado College and its employees, but employees are expected to become familiar with its contents and to comply with the policies and procedures contained therein.

## Equal Opportunity Policies

Colorado College is committed to equal opportunity and diversity in the workplace. We want to make sure that everyone feels our willingness to hear about issues and do everything possible to make this a welcoming, inclusive, and supportive place to work.

No person shall, on the basis of race, color, creed or religion, age, sex, national origin, political affiliation or physical disability status, except where age or physical disabilities are found to be a bona fide occupational qualification, be excluded from employment or participation in, and be subject to discrimination.

## Anti-Discrimination

Colorado College is an equal opportunity employer committed to increasing the diversity of the college community and to not discriminating in its employment practices or educational programs and activities on any basis protected by law, e.g., race, color, national or ethnic origin, sex, age, religion, gender identity or expression, marital status, veteran status, disability, or sexual orientation. The college values a diverse workforce and engages in recruitment strategies designed to increase the diversity of its applicant pool.

At Colorado College, it is everyone's responsibility to promote a work environment in which differences and diverse perspectives are respected, faculty and staff (including student employees) are treated equitably, and individual contributions are valued and rewarded.

Faculty, staff, and student employees who feel that they have been discriminated against may choose to pursue the matter through informal or formal procedures, or both. The college will respond promptly to all complaints, and will respect, insofar as possible, the right to confidentiality of all members of the college community. Retaliation against faculty, staff, or student employees who bring complaints of discrimination in good faith is prohibited and is also considered a form of discrimination that is actionable under the policy.

Inquiries regarding the Anti-Discrimination Policy may be directed to the college's Title IX Coordinator.

Sexual discrimination and harassment is a unique form of discrimination based on sex, sexual orientation, and gender identity or expression. Please refer to the college's Gender-Based Discrimination, Sexual Harassment, and Sexual Violence Policy for more information.

## **Harassment**

Colorado College is committed to an environment free of inappropriate and disrespectful conduct and communication of a harassing nature. As such, the college will not tolerate any form of unlawful harassment (e.g., sexual, racial, ethnic, etc.) at work. It also will not tolerate retaliation for opposing harassing behavior, for reporting instances of harassment, or for providing statements or evidence related to alleged harassment.

Harassment may be verbal (epithets, derogatory statements, slurs, innuendo), physical (unwelcome touching, assault, gestures, physical interference with one's work), or visual (posters, drawings, faxes, email, messaging or texting). It may involve unwelcome sexual advances or unwelcome invitations to participate in offensive conduct. Harassment may originate from staff, faculty, supervisors, students, the general public, or vendors. In whatever form and whatever source, it will not be tolerated by the college.

### **Reporting Harassment**

In some situations, a person may not realize that his or her behavior is inappropriate or unwelcome. If you consider any person's behavior to be inconsistent with college expectations, you are encouraged (but not required) to tell that person that his or her behavior is considered inappropriate and request that the conduct stop. Persons so told should comply immediately and graciously with such requests.

All supervisors are responsible for the implementation of the College's policies, for ensuring that all employees they supervise have knowledge of and understand the sexual harassment policies, and for taking and/or assisting in prompt and appropriate action, when necessary, to

ensure compliance with the policies. The college must learn of harassment before action can be taken. If you suspect that harassment has occurred, or you believe that you are a victim of harassment, you should immediately report the circumstances to the Title IX Coordinator and the CC Financial Aid Office. You should not presume that the college is already aware of the situation nor should you presume that it is someone else's duty to report.

If you believe your immediate supervisor is discriminating against or harassing you, you should report the situation directly to the Title IX Coordinator and the CC Financial Aid Office.

### Protection from Retaliation

Supervisors or college leadership may not retaliate against a victim, reporter, or witness of harassment because of his or her report or participation in an investigation into a report of harassment. Any suspicion of retaliation should be reported immediately to the Director of Human Resources.

### Respectful Interactions

All of us should understand that standards of respect, consideration, and tolerance must shape our interactions with one another, regardless of whether the violation of such standards is considered unlawful under these Equal Opportunity guidelines. Certain types of behavior may be inappropriate even though they may not be direct violations of the Anti-Discrimination and Harassment policies.

## Title IX

Title IX of the Education Amendments of 1972 prohibits gender discrimination against any participant in an educational program or activity that receives federal funds. In general, no person, on the basis of gender, may be excluded, denied benefits, or be otherwise discriminated against in any academic, extracurricular, research, occupational training, or any other program or training at Colorado College. Concerns related to gender discrimination may be brought to the attention of the Title IX Coordinator at Colorado College.

## Disability Accommodation

In accordance with the provisions of the Rehabilitation Act of 1973, and other applicable laws and regulations, Colorado College will not discriminate against any student employee or applicant because of physical disabilities. The college will consider requests for reasonable accommodations for a student employee's disability. If you need an accommodation, it is your responsibility to make an accommodation request. You may make the request through your immediate supervisor and contact Human Resources.

## Religious Accommodation

The Colorado College community is enriched by individuals of many faiths that have various religious observances, practices, and beliefs. In affirming this diversity, it is our policy and practice to provide religious accommodations for staff unless the accommodation would create

an undue hardship to the department or to the college. To request a religious accommodation, you may make the request to your immediate supervisor and contact Human Resources.

## Workers' Compensation

### If you are injured on the job:

- Report any job-related injury or illness to your supervisor and human resources immediately, but no later than two days from the date of injury or onset of illness. This includes accidents that do not require medical treatment.
- Complete an accident report.
- HR will refer you to a designated medical provider. In an emergency, you will be transported to the nearest medical facility.
- If your injury or illness occurs or if medical treatment is required outside of regular office hours (Monday - Friday, 8:30 am to 5:00 pm) go to Memorial Urgent Care, Penrose Urgent Care, Penrose Emergency Room, or Memorial Emergency Room. Call campus safety to coordinate transportation if needed. Inform the treating facility it is a work related injury, and ask them to send all reports and bills to the following address:

Colorado College Human Resources  
14 E Cache la Poudre Street  
Colorado Springs, CO 80903  
(719) 389-6104, Fax (719) 389-6926

- **Please do not provide your personal medical insurance information at time of service.** Notify your supervisor and human resources of the injury or illness immediately the next business day.
- If your injury or illness occurs outside of the Colorado Springs area (i.e., BACA, CC Cabin, while working in the field, etc.), go to the nearest medical facility for treatment. Contact human resources as soon as possible.

### If you choose to go to a medical facility or physician other than a designated provider, you will be responsible for all medical services incurred.

- If you return to work after treatment and/or time off and continue to have problems as a result of your illness or injury, notify your supervisor and human resources immediately so further medical evaluation and treatment may be provided.

## Important Definitions

### Work-study

Colorado College awards federal and state work-study awards. These awards are based upon a student's financial aid eligibility and need and funded by outside government entities.

### Student Employment

Student Employment encapsulates the job opportunities provided to CC students on and off-campus that are funded through federal, state, *and institutional* monies. All student participates in the CC Student Employment program are considered student employees but not all student workers are considered work-study (eligible) students.

### Off-campus Community Service Work-study Program

Students who are awarded Federal or Colorado work-study awards may work with one of many off-campus partners. For the purpose of the Community Service work-study Program, community service is defined as services designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs.

### International Students

Students who are studying at Colorado College on a student visa, for example a F1 or J-1 visa.

### Full Time Enrollment

Currently defined as a student being enrolled in at least 3 blocks for fall or spring semester through Colorado College. Allows full eligibility for student employment.

### Half Time Enrollment

Currently defined as a student being enrolled in at least 1.5 blocks for fall or spring semester through Colorado College. Allows full eligibility for student employment.

### Less than Half Time Enrollment

Currently defined as a student being enrolled in less than 1.5 blocks for fall or spring semester through Colorado College. **Not** eligible for student employment.

## Terms and Conditions of Employment

### Student Employment & Work-study Eligibility

Only current Colorado College students enrolled at least half time per academic semester (Fall or Spring) are eligible for student employment. FICA tax is not withheld from student employee paychecks if they are enrolled at the College at least half time.





## Work Hours

International students can only work up to 20 hours per week while classes are in session. During breaks such as spring break, winter break, and summer, international students can work up to 40 hours. Block break does not apply.

International students who exceed the 20 hour maximum during a work week more than once may be expelled from working for Colorado College.

Student employees, except international students, are allowed to work up to 40 hours per week during the academic year.

Student employees cannot work more than 12 hours in one day. Student employees should be allowed a paid fifteen-minute break for each four hours of continuous work. If the work period is less than four hours, breaks are not required. Break periods may not be accumulated and cannot be used to arrive at work fifteen minutes late or leave work fifteen minutes early. Students must discuss with their supervisor the appropriate times and condition of break periods.

## Recording Time Worked

Once a job is created for students in banner by the CC Financial Aid Office, a timesheet will appear in student's Self-Service Banner. Student employees must report all hours worked using the electronic time sheet in Self Service Banner. Hours worked are recorded in 15 minute increments. If you are paid on an hourly basis, you must submit a completed time sheet for your supervisor to review and approve in a timely manner. The payroll schedule is located on the Student Employment website.

Timesheets must be submitted to the supervisor by the deadline given on the Payroll calendar, but students are highly encouraged to submit timesheets on the last day of each pay period to allow supervisors enough time to review and approve hours. Failure to submit/approve timesheets on time may cause a delay in students' pay and risk of job loss.

Students may notice a time when their timesheet(s) are no longer available. This happens right after the pay period ends in order for the Payroll Office to process payroll. Timesheets will re-open eventually, but it is crucial to submit hours on time. It is not acceptable to add hours worked from a previous pay period to the current time sheet.

## Receiving Pay

Paychecks dispersed on the 15<sup>th</sup> of each month covers the period of worked from the 22<sup>nd</sup> of the previous month through the 6<sup>th</sup> of the current month. Paychecks dispersed on the last business day of the month covers the period of work from the 7<sup>th</sup> through the 21<sup>st</sup> of the current month. Paper paychecks (those issued because a student is not enrolled in direct deposit) are delivered to student's Worner box.

## Hiring Process

### Finding a Job

The College makes every effort to provide employment opportunities, but students are responsible for finding a job. Employment positions that the CC Financial Aid Office is made aware of are posted and can be viewed on the Student Employment website under job listings. Supervisors are highly encouraged to contact the Student Employment & Communications Manager to post any job openings on the job listing website to provide more readily available job vacancy information for students.

### Resume & Interview

Students are highly encouraged to submit their resumes to the prospective employer when applying for a job. Supervisors should conduct a professional interview when selecting and hiring student employees. Supervisors must ensure that the same questions and procedure is followed for each candidate.

### Hiring a Student

Once a supervisor has selected a student employee candidate for hire, they will need to ensure the student has completed their necessary hiring paperwork. The paperwork for domestic students includes the following documents below and must be turned into the Office of Financial Aid and Student Employment.

- Employment Eligibility Verification **(I-9)**
  - Complete form and provide original and unexpired identification to the Office of Financial Aid and Student Employment
- Employee Withholding Allowance Certification **(W4)**
- Direct Deposit Form

Paperwork required for International students most commonly include the following documents and must be turned into the Office of Financial Aid and Student Employment.

- Employment Verification **(I-9)**
  - Complete form and provide original and unexpired identification to the Office of Financial Aid and Student Employment
  - Receipt of application for Social Security Number
- Direct Deposit Form
- Employee Withholding Allowance Certification (W4)
  - International students need to contact [tax.compliance@coloradocollege.edu](mailto:tax.compliance@coloradocollege.edu) to arrange an appointment for tax document completion.

- Once an International student has received their Social Security Card in the mail they must bring in the original document to the Office of Financial Aid and Student Employment

After all the documents have been completed, submitted, and verified, a supervisor will need to complete a Student Employment Job Referral Form. Completing this form online automatically submits to the Office of Financial Aid and Student Employment.

Please note that the Office of Financial Aid and Student Employment recommends all student employees speak with a tax specialist and/or accountant when completing their W-4 as students are responsible for any resulting tax liability.

At the end of a tax year, when a student receives their W-2 from Colorado College, it is the student's responsibility to file Federal and State taxes in compliance with U.S. tax law. Colorado College holds no responsibility for the student's tax liability.

**Students are prohibited to start working until all the forms listed above are on file with the Financial Aid Office. Submitting required documents out of the recommended order outlined above can delay paperwork and payroll processing. Students and supervisors should allow at least one week for all submitted documents to be processed appropriately before the student begins working.**

## Ending Employment

### Resignation/Termination

Students who elect to stop working at their current position for any reason, must give their supervisor at least a one week notice. Supervisors must then inform the Student Employment & Communications Manager so the job can be terminated in the system, which will prevent any more timesheets from showing up in Self Service Banner.

Supervisors will need to complete an online referral form to terminate inactive employees. If a referral form is never received the student and supervisor will continue to see the student's timesheet and the student will receive reminder emails to submit hours. Once a termination referral form has been processed by the Office of Financial Aid and Student Employment the terminated employee will continue to be visible until the three month payroll range has moved past the termination date.

The Office of Financial Aid and Student Employment holds no responsibility for finding other employment for students who voluntarily resign from their position.

Colorado follows the legal doctrine of "employment-at-will" which provides that in the absence of a contract to the contrary, neither an employer nor an employee is required to give notice or advance notice of termination or resignation. Additionally, neither an employer nor an employee is required to give a reason for the separation from employment.

## Warnings and Termination

Absence from work or unsatisfactory performance is a serious concern. Legitimate reasons for absences do occur, but students are responsible for communicating with the supervisor in advance. Supervisors must provide student employees with feedback regarding their performance and provide opportunities to address performance concerns.

Any student employee who feels unfairly treated may appeal to the Student Employment & Communications Manager.

## Off-campus Work-study Partners Information

There are several off-campus community service organizations who partner with Colorado College to provide employment opportunities to students who have work-study as part of their financial aid package.

## Off-campus Work-study Policies

### Availability for Off-Campus Work-study

Off-campus student employment is only available during fall and spring semesters and students must be enrolled at least half time. Students must keep track of their earnings and must not go over their allotted work study award.

### Multiple Jobs (On and Off-Campus)

Students who hold multiple positions on and off-campus will have their work-study award earnings applied only to their off-campus job(s). Keep in mind, if a student has multiple jobs off-campus their work-study award will be used to fund all off-campus jobs.

### Student Eligibility for Off-Campus Work-study

To qualify for a work-study award a student must:

- Be a U.S. citizen, permanent resident, or be an otherwise eligible non-citizen (as determined by FAFSA);
- Complete and file a FAFSA (if a student's FAFSA is selected for Verification, additional documents must be submitted); Be enrolled in at least a halftime class status Demonstrate financial need

## Award Utilization

It is the student's responsibility to track a student's earning but the Office of Financial Aid and Student Employment will also monitor all off-campus earning. Once a student has earned their allotted work-study award amount they will be terminated from all off-campus employment positions and will no longer be authorized to work off-campus for that academic year.

## Student's Expectations and Responsibilities

- Search for and acquire a job
- Submit resume to supervisor
- Asks for a job description from supervisor
- Complete required I-9 & W-4 forms and submit forms to the CC Financial Aid Office
- Complete and submit timesheets to supervisors

## Student Employment Policies

### Award Reduction

If a student with a work-study award receives any additional financial aid (including but not limited to scholarships, grants, or loans) their work award may be reduced by any amount necessary to prevent the student from being over awarded based on need or cost of attendance.

Work-Study Preference Policy Work-study students should be allotted hiring priority (particularly during Block 1 of any academic year), due to their demonstrated financial need, over work-study ineligible students if a work-study job applicant exemplifies the desired characteristics for an open position. Colorado College recommends that supervisors provide employment to students with more financial need if they meet the qualifications and requirements of the advertised position.

### Volunteering at Work

The Fair Labor Standards Act of 1938, as amended, prohibits Colorado College from accepting voluntary services from any paid employee. Students with a work-study award may not volunteer hours at their position during the course of their employment through the work-study program. Students cannot serve as an employee and a volunteer in similar capacities during the school year.

### Confidentiality

Depending upon your job duties, you may have access to information that is sensitive, personal, or confidential. Examples of this type of information include:

- Information regarding other students and their families;
- Information regarding the College and its operations;

- Information about legal or financial matters; or
- Information arising from an allegation of harassment, discrimination, or misconduct.

The information may be in written or verbal form. Regardless of the form and regardless of the source, you must protect the confidentiality of this information. At no time should confidential college information be downloaded or removed from the college without supervisory approval.

### **Class Time Policy**

It is prohibited for a student utilizing work-study funding to work while they are expected to be in class. Exceptions are permitted if an individual class is cancelled or if the instructor has excused the student from attending for the day. Any such exemptions must be documented.

### **Break & Meal Periods**

The college is required by state law to provide a meal period or rest break. This requirement pertains to students working longer than five hour. Other breaks, though not guaranteed, are typically limited to 15 minutes.

For further information on Rest & Meal Periods please visit:  
<https://www.colorado.gov/pacific/cdle/breaks>

<b>Shift length</b>	<b>Paid Break(s)</b>	<b>Unpaid Lunch</b>	<b>Length of Time for Break</b>
Up to 3:59 hours	0	No	none
4:00 to 5:00 hours	1	No	recommended 15 min
5:01 to 7:59 hours	1	Yes	required 30 min
8:00 hours or more	2	Yes	required 1 hour

## **Student Employee Conduct**

Student employees are required to conduct themselves in the following manner:

1. **PUNCTUALITY** - Student employees must be on time and must communicate with their supervisor if circumstances arise that will cause them to be late.

2. **ABSENCE** - Student employees are responsible for contacting their supervisor in case of absence. All attempts should be made to give as much advance notice as possible.
3. **PROCESSES** - Student employees should discuss office policies and procedures with their supervisor and refrain from inviting friends into the office during work hours.
4. **WORK ASSIGNMENTS** - The first priority of the student employee is to gain experience that fosters a positive work ethic. If student employees do not have something to do, they should ask their supervisor for additional work or find something that needs to be done.
5. **RESPECT** - Proper respect must be shown to College employees, other student employees, and students. It is expected that all employees will be courteous and helpful to others.
6. **CONFIDENTIALITY** - Work-related information is confidential and should not be discussed with others. Any information a student may come in contact with during employment is strictly confidential. Information should not be discussed outside work under any circumstances. Any violation of confidentiality will be subject to discipline up to and including termination of employment.
7. **EMERGENCY SITUATIONS IN THE WORK AREA** – If an emergency situation arises at work, the student employee should first notify their immediate supervisor. If the supervisor is not available, the student should call the Campus Safety at 719-389-6911.
8. **CELL PHONES** - Student employees are expected to refrain from cell phone usage while working.
9. **DRESS CODE** - Student employees are expected to report to work in attire that is appropriate for the position. This should not be confused with casual recreation attire. Student employees should check with their supervisors regarding specific departmental dress code expectations.
10. **COMPUTER/INTERNET USAGE** - Some student employment positions require the use of computers and the internet. Student employees should not use the workplace computers for personal reasons without permission from their supervisor.

## Training and Feedback

Thorough training helps prevent misunderstandings and provides supervisors an opportunity to inform students of the job objectives. When supervisors give frequent feedback on job performance, students know how they are doing and have an opportunity to ask questions and respond to supervisor's comments.

This kind of communication makes the job more rewarding for the students and gives them a chance to learn and improve. Supervisors should not underestimate the student's ability to handle a variety of different responsibilities and should provide new tasks when they are able to do so. An affirmation of job well done or giving corrective feedback is necessary from supervisors so that student employees are motivated to continue working hard or so they have a chance to improve when needed.