



Student Employment Handbook for Supervisors

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Introduction

Office of Financial Aid and Student Employment

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

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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 J1 visa.

Full Time Enrollment

Currently defined as a student enrolled in at least 3 blocks during a semester at Colorado College. Allows full eligibility for student employment.

Half Time Enrollment

Currently defined as a student enrolled in at least 1.5 blocks during a semester at Colorado College. Allows full eligibility for student employment.

Less than Half Time Enrollment

Currently defined as a student enrolled in less than 1.5 blocks during a semester at Colorado College. **Not** eligible for student employment.

Terms and Conditions of Employment

Fall and Spring Semester 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.

Student employment is routinely monitored to insure that students are maintaining a minimum block enrollment. If a student employee's enrollment drops below less than half time, the employee and their supervisors will be notified by the Student Employment & Communications Manager and position termination will immediately occur.

Summer Employment Eligibility

Current Colorado College students who wish to work during summer do not have to be enrolled in any blocks, but must be registered or plan to attend the following fall/spring semester. During the summer employment term, FICA tax will be withheld for students enrolled less than half time.

Graduated Students

Students who have graduated from Colorado College may no longer continue working as a student employee; all student jobs will be terminated for all graduates based on the official list from the Registrar's office.

Compensation

Pay Step:

Pay Step I- \$11.10/hr

Pay Step II- \$11.50/hr

Pay Step Descriptions:

Step I – Entry-level position with minimal qualifications required. Example: office assistant

Step II – High degree of responsibility with minimal supervision; high level of skill or training required; knowledge of special skill or academic area required. Example: tutor, lifeguard, research assistant

Overtime

If a student reaches overtime status, (working over 40 hours in a week, which at CC is Sunday at midnight to Saturday at midnight in all jobs combined) then the department who authorizes those hours will be responsible to pay the overtime amount. If the student fails to obtain prior approval, the student must still record the hours worked and the college will pay them as appropriate, though they may be subject to disciplinary action for failing to obtain prior approval. Hours worked over forty in the workweek by student employees will be paid at time-and-one-half the student employee's regular rate of pay. Student employees do not receive additional or overtime compensation for work conducted during holidays or holiday breaks

Promotion

Supervisors must contact the Office of Financial Aid and Student Employment to receive authorization for pay raises before an offer is made. Authorizations are subject to approval. Without prior authorization for the increased pay rate from the Office of Financial Aid and Student Employment the newly offered hourly wage may not be enforced. Promotions clarification: Increases in pay must be implemented based on a student assuming increased responsibilities and duties as reflected in their job description, not based on the duration of their employment.

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.

****Please note, Colorado College does not expect nor encourage students to work beyond 5-15 hours per week.**

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 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.

Supervisors are required to educate their student employees about the importance of following the Payroll deadlines. Timesheets that are submitted late cause inaccurate reports in the Financial Aid and Payroll offices, as well as the department.

Colorado state policy demands that the employer (Colorado College) must pay wages to its employees within ten (10) days of the end of the pay period for which the wages were earned.

Receiving Pay

Paychecks dispersed on the 15th of each month account for the period of work completed from the 22nd of the previous month through the 6th of the current month.

Paychecks dispersed on the last business day of the month account for the period of work completed from the 7th through the 21st of the current month. Paper paychecks (those issued because a student did not enroll 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 and support compliance with federal equal opportunity laws.

Resume & Interview

Students should be encouraged to submit their resumes to their prospective employers 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 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 EPAF. 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.

Mass Hiring Lists

For documentation and procedural purposes the Office of Financial Aid and Student Employment will not accept any mass hiring lists in lieu of EPAFs. The procedure in which all other students are hired must be followed for all situations.

Contracts

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, because Colorado is an at-will state contracts are prohibited between employers and students. No supervisor is permitted to administer a contract between them and student employees.

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 EPAF to terminate inactive employees. If an EPAF 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 EPAF has been applied 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.

Partner Eligibility

There is no restriction as to whether these jobs are located on or off-campus. On campus jobs can meet the definition of community services, provided that the services are open and accessible to the community. The service provided by the student employee must be in the public interest, meaning it primarily benefits the community as opposed to the agency or school. Work is not in the public interest if:

- It primarily benefits the members of an organization with membership limits, such as a credit union, a fraternal or religious order, or a cooperative;
- Involves any partisan or nonpartisan political activity or is associated with a faction in an election for public or party office;
- It is for an elected official unless the official is responsible for the regular administration of federal, state, or local government;
- It is work as a political aide for any elected official;
- It takes into account a student's political support of party affiliation in hiring;
- It involves lobbying on the federal, state, or local level.

Partner Requirements

Off-campus partners are required to submit the following items each academic year to be eligible.

- Job description
- Community Service Work-Study Program Agreement (signed)
- Allocation Contract (signed)
- Timesheet Approver Form (Signed)

All documentation must be completed, signed, and returned to the Office of Financial Aid and Student Employment by the predetermined deadline. If the required paperwork is not completed and returned by the deadline, the off-campus organization will be removed from participating for the academic year and not guaranteed participation in the program the following year.

Withdrawal as Off-campus Employer

If an off-campus employer chooses to not participate in the federal work-study program at Colorado College, the organization's standing with CC will be removed. If the off-campus organization chooses at a later date to participate they must reapply to be considered as they will have been removed from the queue of potential partner organizations.

Visits to Off-campus Employer Sites

The Student Employment and Communications Manager may periodically visit each off-campus organization with which Colorado College has an off-campus agreement to determine whether students are doing appropriate work and whether the terms of the agreement are being fulfilled.

Off-campus Work-Study Policies

Availability for Off-campus Work-Study

Off-campus student employment is only available during fall and spring semester and students must be enrolled at least half-time. Students and their supervisors must keep track of their earnings. Student must not exceed their work-study award and employers must not exceed their annual wage allocation.

Multiple Jobs (On and Off-campus)

Students who hold multiple positions on and off-campus will have their work-study award applied to only the off-campus jobs. Keep in mind if a student has multiple jobs off-campus this award will be drawn upon for all off-campus earnings.

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 half time class status
- Demonstrate financial need.

Award Utilization

It is the supervisor and student's responsibility to track the student's earnings. 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, they will be terminated from all off-campus employers and will no longer be authorized to work off-campus for the rest of that academic year.

Expectations and Responsibilities

Supervisor Expectations and Responsibilities

On-campus Supervisor

- If a supervisor would like to post an employment opportunity on the Student Employment job listings page a job description must be submitted by email to the Student Employment and Communications Manager
- Expected to complete a formal interview process which includes, but is not limited to, receiving a student applicant's resume and/or cover letter and conducting interviews
- Once an applicant has been selected for the position, the supervisor must inform the student that they need to complete their student employment paperwork
- Responsible for verifying student employment paperwork is complete, which can be verified complete by contacting the Financial Aid Office
- Once all student employment paperwork is complete the supervisor must submit an EPAF
- Must submit an annually-updated job description to the Student Employment and Communications Manager
- Review and approve timesheets in a timely fashion according to the payroll calendar
- Provides feedback and guidance to the student employee regarding job performance
- Contacts the Student Employment and Communications Manager regarding any need to terminate a student employee

Off-Campus Supervisor

- If a supervisor would like to post an employment opportunity on the Student Employment job listings page a job description must be submitted by email to the Student Employment and Communications Manager
- Must submit an annually updated job description to the Student Employment and Communications Manager
- Expected to complete a formal interview process which includes, but is not limited to, receiving a student applicant's resume and/or cover letter and conducting interviews
- Once an applicant has been selected for the position the supervisor must inform the student to complete the student employment paperwork
- Responsible for verifying student employment paperwork is complete and the student is eligible to work off-campus, which can be verified complete by contacting the Financial Aid Office
- Review and approve timesheets in a timely fashion according to the payroll calendar
- Provides feedback and guidance to the student employee regarding job performance
- Contacts the Student Employment and Communications Manager regarding any need to terminate a student employee

- Track student employee payroll to not exceed the amount of allocation.

Student Employment Policies

Adhere to all Colorado College Policies

Student employees must adhere by all college policies and rules. Failure to do so may affect your eligibility for continued employment. Please click [here](#) to see the most up to date Colorado College policies.

Award Reduction

If a work-study-awarded student receives any additional financial aid (including but not limited to scholarships, grants, or loans) the student's work-study award may need to be adjusted or reduced. A student's work-study award may be reduced by any amount at any time necessary to prevent the student from being over-awarded in total aid or need based aid.

Work-Study Preference Policy

Work-study students should be allotted hiring priority 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 a student's job duties, they 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>

Shift length	Paid Break(s)	Unpaid Lunch	Recommended Length of Time for Break
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

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.

Student Employment Questions?

Direct your CC student employment questions to Kristen Clinton, CC Student Employment and Communications Manager. Please contact her at 389-6908 or by email at kclinton@coloradocollege.edu.