



**COLORADO  
COLLEGE**

# **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.

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

**Phone:** (719) 389-6908 **Fax:** (719) 389-6173

**Email:** studentemployment@coloradocollege.edu

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

### Student Employment Mission Statement

Colorado College designs the student employment experience to enable students to work on and off campus part time (up to full-time hours in the summer) to advance skills, build resumes and earn funds to support their educational goals and continue professional development growth while supporting college needs as well.

### 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 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 a student employee considers any person's behavior to be inconsistent with college expectations, a student employee is encouraged (but not required) to tell that person that his or her behavior is considered inappropriate and request that the conduct stop. Persons 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 a student employee suspects that harassment has occurred, or a student employee believes that they are a victim of harassment, they should immediately report the circumstances to the Title IX Coordinator and the CC Financial Aid & Student Employment Office. A student employee should not presume that the college is already aware of the situation nor should they presume that it is someone else's duty to report.

If a student employee believes their immediate supervisor is discriminating against or harassing them, then they should report the situation directly to the Title IX Coordinator and the CC Financial Aid & Student Employment 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 a student employee needs an accommodation, it is a student employee's responsibility to make an accommodation request. Student employees may make the request through their 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, the

student employee may make the request to their immediate supervisor and contact Human Resources.

## Workers' Compensation

### If a student employee is injured on the job:

- Report any job-related injury or illness 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 the student employee to a designated medical provider. In an emergency, the student employee will be transported to the nearest medical facility.
- If 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 have the student employee provide their personal medical insurance information at time of service.** Employees should notify their supervisor and Human Resources of the injury or illness immediately the next business day.
- If injury or illness occurs outside of the Colorado Springs area (i.e., BACA, CC Cabin, while working in the field, etc.), employees should go to the nearest medical facility for treatment. Contact Human Resources as soon as possible.

**If a student employee choose to go to a medical facility or physician other than a designated provider, the student employee will be responsible for all medical services incurred.**

- If the employee returns to work after treatment and/or time off and continue to have problems as a result of their illness or injury, they should notify their 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 is funded by outside government entities.

## Student Employment

Student Employment includes the job opportunities provided to CC students on and off-campus that are funded through federal, state, *and institutional* monies. All students who participate in the CC Student Employment program are considered student employees, but not all student employees 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 Colorado College's 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. Those interested in working off-campus with a community partner should reach out to the office of Collaborative for Community Engagement.

## 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 units 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 units 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 units 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 office that their student employment positions will be terminated effective immediately.

## Summer Employment Eligibility

Current Colorado College students who wish to work during summer do not have to be enrolled in any blocks over the summer, but must be registered or plan to attend the following fall 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

### 2020 Pay Steps

Pay Step I- \$12.00/hr

Pay Step II- \$12.40/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 work week 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

Student employees cannot work more than 12 hours in one day. Student employees should be allowed a paid fifteen-minute break for every 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.

See page 15 for more information on break or meal periods.

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

During breaks (such as spring break, winter break, and summer) international and domestic students can work additional hours beyond the 5-15 recommended by the CC Student Employment office (block break does not apply). However, students expecting to work over 40 hours a week (in one job or via a combination of jobs) must have those hours pre-approved by their supervisor(s).

Please note, that if a student works over 40 hours during any given week, the department will be responsible for overtime pay. If those hours are accumulated by working more than one CC job, the department who approves the student's hours last will be responsible for covering their overtime pay from their student employment budget.

### **International Student Employees**

Due to immigration regulations, working hours for international students must not exceed 20 hours a week (Sunday- Saturday) while class is in session. Please note, this 20 hour limitation includes all hours worked from both hourly and stipend positions combined, whether a student employee have to report that time on a timesheet or not. International students who work more than 20 hours per week during the academic year are in violation of their immigration status.

## **Recording Time Worked**

Once an EPAF is applied in Banner by the Student Employment Manager, 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. Student employees must submit a completed time sheet for supervisor approval 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 student employees 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 Student Employment 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 typically twice a 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. All student employment positions are posted through Handshake which students can access through their single sign-on. Students can then apply to these postings through their Handshake account.

Supervisors need to post all job vacancies on Handshake to provide more readily available job vacancy information for students and support compliance with federal equal opportunity laws. Supervisors should contact the Student Employment Manager for more information.

**For equal opportunity positions are to be posted for minimum of 5 business days.**

### Resume & Interview

Students are requested to submit their resumes through Handshake when applying for a job posting. Supervisors should then 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 in person.

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

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

- Employment Verification **(I-9)**
  - Complete form and provide original and unexpired identification to the Office of Student Employment
- Direct Deposit Form
- 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 Student Employment.**

After all the documents have been completed, submitted, and verified, supervisors will need to complete an EPAF.

Please note that the Office of 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.

**The Office of Student Employment recommends all student employees complete their paperwork requirement before working. Legally employees have 3 business days from their first working day to submit all required paperwork. Submitting required documents out of the recommended order outlined above can delay paperwork and payroll processing.**

## Mass Hiring Lists

For documentation, auditing and procedural purposes the Office of Financial Aid and Student Employment will not accept any mass hiring lists in lieu of EPAF's. 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

Student employees who elect to stop working at their current position for any reason, are encouraged to give their supervisor at least a one week notice.

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 processed by the Office of 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 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 student employees 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 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 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.

## 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)

Student employees 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 employee 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 student's responsibility to track the student's earnings. The Office of Financial Aid and Student Employment will also monitor all off-campus earnings. Once a student employee 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. Students can then work on campus once they have attained a job.

## Expectations and Responsibilities

### Supervisor Expectations and Responsibilities

#### On-campus Supervisor

- If a supervisor would like to post an employment opportunity the posting must be advertised on Handshake for a minimum of 5 business days
- 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, which can be verified complete by contacting the Office of Financial Aid and Student Employment
- Once all student employment paperwork is complete the supervisor must submit an

**EPAF**

- Must submit an annually-updated job description to the Student Employment 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

**Off-Campus Supervisor**

- Must submit an annually updated job description
- 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
- Review and approve timesheets in a timely fashion according to the payroll calendar
- Provides feedback and guidance to the student employee regarding job performance

## 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 a student employee's 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 preference policy states work-study awarded students should be allotted hiring priority; due to their demonstrated financial need, over work-study ineligible students if the applicant exemplifies the desired characteristics for the 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, the student employee 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

Hourly employees are entitled to and are authorized, permitted, and expected to take 10-minute, paid rest periods as set forth below:

Work Hours	Rest Periods Required
2 or fewer	0
Over 2, and up to 6	1
Over 6, and up to 10	2
Over 10, and up to 14	3
Over 14, and up to 18	4
Over 18, and up to 22	5
Over 22	6

If you are not able to take your break(s), notify your supervisor so he/she may help you arrange time for breaks.

For further information on Rest & Meal Periods please visit:

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

## 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 performing and have an opportunity to ask questions. This kind of communication makes the job more rewarding for the student employees 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 CC student employment questions to Kristen Clinton, CC Student Employment and Communications Manager.

(719) 389-6908 or by email at [kclinton@coloradocollege.edu](mailto:kclinton@coloradocollege.edu).