

# STUDENT EMPLOYMENT QUICK GUIDE

## I. EXPECTATIONS

- **Respectful Interactions:** You must uphold respect, consideration and tolerance in interaction with everyone. Violation of Anti-Discrimination and Harassment policies will not be tolerated.
- **Mandatory Reporters:** CC employees must report prohibited conduct to the Title IX Coordinator or Deputy Coordinator immediately upon learning of it while on the job.
- **Confidentiality:** You must protect the confidentiality of sensitive information and are prohibited from downloading or removing any confidential college data.
- This is real employment, we expect you to be a professional employee who communicates properly, respects others, and follows all rules/guidelines/policies.

## II. RULES

- You are only eligible for student employment if you are a current Colorado College student **enrolled at least half-time (1.5 credits or more) per semester**. If your enrollment falls below half-time, you are not eligible to work.
- You cannot volunteer for a position that is also paid.
  - Example: One student cannot volunteer as an office assistant while another is paid for the same role.
- You are **not** allowed to work remotely from your laptop outside of Colorado.
- You can work during the summer without taking a summer course, but you **must** have been enrolled at least half-time in the spring or be registered for at least half-time for the upcoming fall.
  - FICA tax will be withheld if you're not enrolled at least half-time over the summer.

## RULES continued

- You are ineligible for employment through Human Resources until you graduate or withdraw from the college without intent to return.
- You cannot work as a student employee once you have graduated.
- **Domestic** graduates eligibility for student employment ends on the last day of their final enrolled term.
- **International** graduates late day of student employment eligibility is the LAST day of their LAST enrolled block (Program end date on I-20)
- Working/training/logging hours before completing I-9 & receiving your timesheet may result in **suspension or termination**.

\*All student employees are required to read the full Student Employee Handbook to understand & follow college policies and procedures\*

## RULES continued

- Adding hours from previous pay period to a new timesheet is considered **falsification and fraud** under Colorado law. This will result in **suspension** from student employment jobs.
- Submitting your timesheet late will result in **NOT** being paid on time.
- You cannot work during class hours unless class is canceled or your professor excused you. Exemptions must be documented.
- Please give your supervisor at least one week's notice before resigning or leaving job.
- Students must **communicate** proactively and respectfully with their supervisor.

## III. Work Hours & Compensation

- CC Student Employment recommends working 5-15 hours per week across ALL jobs. You can work more, or less, but cannot average over 32 hours per week annually.
- During breaks (fall, winter, spring and summer), you can work **up to** 40 hours per week across all jobs combined. **\*Block breaks do not qualify\***
- If you plan to work over 40 hours a week, you must get approval from **all** supervisors for all positions.
- Overtime pay: For **domestic** students, if you work over 12 hours in a day or 40 hours per week (across all jobs). The department must cover overtime at 1.5 times your hourly rate.
- All CC students in the same job title must receive the same pay rate.
- **International** student specifics:
  - International students must **not** exceed 20 work hours **per week** due to immigration regulations.
  - During breaks (winter, spring, fall and summer), international students can work **up to** 40 hours per week.
- BOTH international and domestic students can work up to 40 hours per week during Half Block, regardless of enrollment.

## IV. Relations & Mediation Process

- As an employee, your first contact for student employment concerns is your direct supervisor. If you're uncomfortable with them, reach out to their supervisor. If you're unsure how to approach either, you can contact the Ombudsperson for support.
- If you have a dispute with another student affecting your workplace, contact the Assistant Dean of Students for assistance.
- If you're concerned with discrimination, harassment, sexual misconduct, domestic violence, or related retaliation, contact the Office of Civil Rights & Title IX. This can be done anonymously.
- For disability accommodations, contact The Hartford through the Director of Employer Relations & Support.

\*All student employees are required to read the full Student Employee Handbook to understand & follow college policies and procedures\*