



**COLORADO  
COLLEGE**

# **Student Employment Handbook for Supervisors**

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## Introduction

Office of Financial Aid & 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](mailto:studentemployment@coloradocollege.edu)

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

**Make an Appointment:**

<https://www.coloradocollege.edu/admission/financialaid/studentemployment/>

## **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 post collegiate 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.

### **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 their 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 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 & Student Employment 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 & 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 Employee Relations & Support.

## **RAVE**

We ask that students and supervisors, please register for the CC emergency notification system, RAVE. To receive emergency notifications, please register with Rave to start receiving campus notifications by text, phone call and/or email. Individuals must sign up to manage how they receive notifications, all CC faculty, staff, and students should automatically receive notifications to their CC email addresses.

## **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.

## **Mandatory Reporters**

Most CC employees are considered "mandatory reporters" under Colorado College Policy who must report prohibited conduct of which they become aware to the Title IX Coordinator or a Deputy Title IX Coordinator. It does not matter how the information is learned - shared by the victim, the perpetrator, a third party or overheard, in person, via email, or some other medium. Student Employees are considered mandatory reporters and should immediately report any qualified information learned while on the job. Students should consider themselves mandatory reporters for any information shared with them while on-the-job or officially representing the department in any work-related capacity.

## **Confidentiality**

Depending on job duties, students may have access to sensitive, personal, or confidential information. 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, all employees must protect the confidentiality of this information. At no time should confidential college information be downloaded or removed from the college without supervisory approval.

Supervisors may ask students to sign department-specific confidentiality agreements to ensure compliance and student understanding. Please reach out to the office of Student Employment ([studentemployment@coloradocollege.edu](mailto:studentemployment@coloradocollege.edu)) for guidance and examples of appropriate use and agreements.

Expectations and agreements of confidentiality shall not undermine or override students' responsibility to report information required as a Mandatory Reporter for the college.

## **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 based on disability. The college will consider requests for reasonable employment accommodations for a student employee's disability. It is the student's responsibility to make a disability-related accommodation request. Student employees requesting accommodations should contact The Hartford or contact the Director of Employee Relations & Support. Visit the Human Resource's "Accommodation Requests" page ([linked](#)) for more details.

## **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 CC's policy and practice to provide religious accommodation for staff, including student employees, unless the accommodation would create an undue hardship to the department or to the college. To request religious accommodation, the student employee may make the request to their immediate supervisor and contact the Director of Employee Relations & Support.

## **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 an 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 chooses 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 need-based awards are based upon a student's financial aid eligibility and need and funded by outside government entities. Work-study funding subsidizes the college's entire student employment budget, not individual department's student employment budget lines.

### 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 students participating in the CC Student Employment program are considered student employees, but not all student employees are considered work-study (eligible) students.

### 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 being enrolled in at least 3 blocks during both fall and spring semester through Colorado College. Allows eligibility for student employment.

### Half-Time Enrollment

Currently defined as a student enrolled in at least 1.5 units during any given term (fall, spring, summer) through Colorado College. Allows eligibility for student employment.

### Less-Than Half Time Enrollment

Currently defined as a student enrolled in less than 1.5 units during a term (fall, spring, summer) at Colorado College. **Not** eligible for student employment.

## 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. Those interested in working off-campus with a community partner should reach out to the office of Collaborative for Community Engagement to determine

available opportunities. For more information, visit [coloradocollege.edu/offices/cce](https://coloradocollege.edu/offices/cce) or email [cce@coloradocollege.edu](mailto:cce@coloradocollege.edu).

## **Terms and Conditions of Employment**

### **Adhere to all Colorado College Policies**

Student employees must adhere to all college policies and rules. Failure to do so may affect your eligibility for continued employment. A full list of Colorado College policies can be found at <https://www.coloradocollege.edu/basics/welcome/leadership/policies/a-z-list.html>.

### **Nepotism**

Colorado College Student Employment recognizes that in some instances family members may be working at CC, and they may have a student also enrolled in the College at the same time. In this instance we maintain the College's policy that employment should be based solely on job needs and individual qualifications, skills, and performance. Student employment should be free from familial relationships that may create the appearance of conflicts of interest (real or perceived), introduce uncertainty in regard to loyalty, or hint at favoritism. We ask that students and their family members working at CC not be in direct reporting lines and have no supervising interactions when it comes to the student's on-campus employment in order to uphold our equitable practices and college-wide "Nepotism in the Workplace" policy.



## **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.

Enrolled students who fall below half-time enrollment (1.5 units per semester) are not eligible to work in any capacity. To ensure all students are equally compensated and treated, student employment is routinely monitored to ensure that students maintain 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.

For student employee positions that require access to or the handling of sensitive personal information or jobs that require interactions with minors, a background check may be required. If a background check is required, all student employees in that position must also complete a background check. Results or refusal of a background check could affect employment eligibility.

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

To qualify for a federal or state 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 status, and demonstrate financial need

## **Volunteering**

The Fair Labor Standards Act of 1938, as amended in 1985, made it clear that people are allowed to volunteer their services to public agencies and their community with but one exception - public sector employers may not allow their employees to volunteer, without compensation, additional time to do the same work for which they are employed. Student employees should not volunteer for any service that is similar to the work they do as employees. This includes volunteering in a role before their status as an employee is active.

CC Students are not permitted to volunteer in any capacity that is also a paid position. For example, one student cannot volunteer as a sports camp counselor while another student is paid for the same work. Volunteer and paid positions must have clearly defined and separate job descriptions and outcomes.

## **Academic Credit & Student Employment/Work-study.**

According to the federal government, a student may be employed and also receive academic credit for work performed but only if that arrangement does not contradict the government prohibition against payment for receiving instruction. Examples of that work include, but are not limited to, work performed when the student is:

- Enrolled in an internship;
- Enrolled in a practicum; or
- Employed in a research, teaching, or other assistantship.

However, a student employed and receiving academic credit for that job **may NOT be:**

- Paid less than he or she would be if no academic credit were received;
- Paid unless the employer would normally pay the person for the same position; and
- *Paid for receiving instruction in a classroom, laboratory, or other academic setting.*

\*NOTE that while credit may be earned simultaneously to paid work, students may NOT be paid hourly during, for receiving or studying for any academic instruction. This is a vital distinction when considering paid training hours vs pre-requisite courses. **Students may not be paid for credit-bearing instruction time.**

### Remote Work Policy- Students

**Students are NOT permitted to work remotely outside Colorado.**

Colorado College does not have approved tax agreements in all 50 states necessary to accommodate students working remotely out-of-state. Furthermore, employees are only covered under workman's compensation inside the state of Colorado. Students may not work remotely from their home, vacation residence, or any on-location site outside of Colorado at any time. **Non-compliance will result in termination of the student's job and possible revocation of student hiring privileges for the supervisor and/or department involved.** Students can complete work remotely, as approved by a supervisor, while physically on-campus or in Colorado.

### 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 they must have been enrolled at least half-time in the spring semester before OR be registered at least half-time the following fall semester. During the summer employment term, FICA tax will be withheld for students enrolled less than half time. Graduated students may not continue their student jobs after the end of their last enrolled term.

### Temporary, Occasional, or other Employee- Student Policy

CC students are NOT eligible to become any type of employee through Human Resources (this includes but is not limited to Temporary, Occasional, or Permanent) until they have officially **graduated** OR withdrawn from the college **without** intent to return. This includes exclusion from "Temporary" jobs during the summer.

### "Walking Senior" Eligibility:

If a senior student will be "walking" at graduation but is enrolled in a future term, they may continue to work on-campus **if enrolled at part-time status (1.5 units per TERM)**. Example: "walking" in spring but enrolled in two summer courses OR two fall courses to officially graduate. If the student will complete their final course in the summer, they must be enrolled in more than one summer course to work. If they plan to complete their final course in the fall, they may work in the summer without being enrolled, but must meet the 1.5 unit enrollment requirement in the fall.

**\*\* If a student is on the Registrar's graduation list, please notify the Student Employment Office that they will continue to work under this "walking senior" policy.** If we are not notified in a timely manner, they may be automatically terminated from student employment when graduated terminations are executed.

## **Graduated Students**

Students who have graduated from Colorado College may no longer continue working as student employees; all student jobs will be terminated for all graduates based on the official list from the Registrar's office. Graduates' last day of student employment eligibility is the LAST day of their final enrolled term. For spring graduates, this means they cannot work after the last day of block 8.

## **Graduate MAT Students**

CAN participate in student employment if they are enrolled at least half-time. They receive the same pay as undergraduates and must adhere to all the same processes and regulations.

# **Expectations and Responsibilities**

## **Student Expectations and Responsibilities**

- Search, apply and acquire a job.
- Complete required I-9 & W-4 forms and submit forms to the Student Employment office.
- Complete and submit timesheets to supervisor(s) by assigned deadlines.
- Adhere to all student employment and Colorado College policies.

## **On-Campus Supervisor Expectations and Responsibilities**

- Complete a new supervisor training and utilize the supervisor toolkit resources as needed.
- Post all student employment and promotion opportunities on Handshake for at least 5 days.
- Complete a formal and equitable interview process including receiving a student applicant's resume and/or cover letter and conducting interviews.
- Once an applicant has accepted an offer for the position, the supervisor must inform the student to complete the student employment paperwork if they have not held a previous student employment position.
- Responsible for verifying student employment paperwork is complete BEFORE starting an EPAF, by using the "Student I-9" lookup tool in Banner SSB.
- Once all student employment paperwork is complete the supervisor must submit an EPAF.
- Ensure each student's EPAF is applied, and student can OPEN their timesheet PRIOR to training or work.
- Provide an annually updated job description per state law for each student job. This should be submitted using JotForm for any new position, position description changes, and annually thereafter.
- If titles for any active employees need to be updated, please email [studentemployment@coloradocollege.edu](mailto:studentemployment@coloradocollege.edu) with the ID number, name, and updated title request. Do not submit a new EPAF for title updates. This change must be made manually.
- Holds students accountable for attendance, timesheet accuracy and timeliness, and all other student employment guidelines.
- Review and approve timesheets in a timely fashion according to the payroll calendar.
- Provides feedback and guidance to the student employee regarding job performance.
- Communicate any concerns to student employment management or human resources, as appropriate.
- Submit Termination EPAFs for all students who stop working for any reason, including upon graduation.
- Ensures NO graduating students work past the last day of eligibility (last day of their graduating term).

## **Off-Campus Supervisor Expectations and Responsibilities**

- 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.
- Provides feedback and guidance to the student employee regarding job performance.
- Work with CCE staff as appropriate to meet all legal requirements and programmatic needs.

## Off-Campus 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.

## Student Employment Professional Standards

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 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. **HOMEWORK- During work hours, student employees must perform their work assignments.** Homework, reading and other personal work are not permitted during work hours. For further clarification or permissions student employees should speak with their direct supervisor(s).
6. **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.
7. **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.
8. **EMERGENCY SITUATIONS IN THE WORK AREA – If a work emergency arises, the student employee should first notify their supervisor.** If the supervisor is not available, the student employee should call Campus Safety at 719-389-6911.
9. **CELL PHONES** - Student employees are expected to refrain from cell phone usage while working.
10. **DRESS CODE - Student employees must report to work in appropriate attire.** This should not be confused with casual recreational attire. Student employees should check with their supervisors regarding specific departmental dress code expectations.
11. **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.

12. **POLITICAL ACTIVITY** - As a tax-exempt organization, the college may not endorse or oppose any candidate for public office or engage in more than minimal activity to influence legislation. Accordingly, the college expects all staff to scrupulously avoid anything that might appear to violate these restrictions on political activity. When representing the college as an employee, individuals should refrain from dressing, representing, or conducting oneself in any way that is not politically neutral. The college is also prohibited from using campus mail for the distribution of political campaign materials.

## Recording Time Worked

### Pay Periods & Payday Calendar

Paychecks dispersed on the 15<sup>th</sup> of each month cover 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 cover 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 a student's mailbox at the campus mail center. The calendar indicating due dates and payments can be found on the supervisor and student toolkits, via the CC student employment website.

### Student Timesheets

**Any student who completes training or work hours PRIOR to opening their timesheet for any new job, may be suspended from student employment for the remainder of the term (fall, spring, or summer) depending on the severity of the situation.**

Once a job is created for students in banner by the CC Financial Aid & Student Employment Office, a timesheet *for that position* will appear in the student's Self-Service Banner. Different Jobs have different timesheets. 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 hourly, you must submit a completed time sheet for your supervisor to review and approve by each deadline.

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 will cause a delay in students' pay and may put the student at risk of job loss.

### Late Timesheets

Students may notice a time when their timesheet(s) are no longer available. This happens between the approval deadline and payday for the Payroll Office to process payroll. Timesheets will re-open after payday, but it is crucial to submit hours on time. If you miss the deadline, you must wait until after payday when the timesheet reopens to make changes. Once approved. The late timesheet will be paid out on the next available scheduled pay day.

It is not acceptable to add hours worked from a previous pay period to another time sheet. **This will be considered falsification of a timesheet and is a crime of fraud in the state of Colorado. Any student who falsifies a timesheet will be suspended from student employment and may be reported to the authorities for further investigation.**

If a student does not submit their timesheet by the required deadline, they will NOT be paid on time. If a student's supervisor does not approve the timesheet by the supervisor's deadline, the student will NOT be paid on time.

**If a student submits late or inaccurate timesheets more than twice in one term (fall, spring, or summer), they may be suspended from student employment for the remainder of the term.**

# Work Hours & Compensation

## Student Work Hour Limits

Colorado College does not expect nor encourage students to work beyond 5-15 hours per week in ALL JOBS COMBINED. Students are permitted to work beyond the suggested 15 hours. However, they **may not average** over 32 hours per week in any given year.

During federally recognized breaks (such as fall break, winter break, spring break, and summer) all students are permitted to work up to 40 hours per week in ALL JOBS COMBINED, as assigned by their supervisor(s). Block breaks do NOT qualify as federally recognized breaks.

At any time, students expecting to work over 40 hours per week (in one job or via a combination of jobs) must have those hours pre-approved by their supervisor(s). Failure to obtain prior approval from ALL supervisors involved may result in suspension of student employment and/or termination by their supervisor. CC definition of week: Sunday at midnight through Saturday at 11:59 pm.

## International Student Work Hour Limits

Due to immigration regulations, working hours for international students must not exceed 20 hours per week while class is in session (Sunday- Saturday). Please note, this 20-hour limitation includes all hours worked from both hourly, stipend, and grant-awarded positions combined (i.e., serving as a Resident Assistant), whether they must report that time on a timesheet or not. International students who work over 20 hours per week during the academic year violate their immigration status.

During breaks (such as spring break, winter break, and summer) international students are permitted additional hours up to 40 hours per week. This will not violate the terms of their visa.

International students can also work up to 40 hours per week during Half-Block, whether they are enrolled in Half-Block course or not enrolled.

## Break Periods

Hourly employees are entitled to and are authorized, permitted, and expected to take 10-minute, paid rest periods as set forth below. Break periods may not be accumulated and cannot be used to arrive at work late or leave work early.

Students must discuss with their supervisor the appropriate times and conditions of break periods. If you are not able to take your break(s), notify your supervisor so they may help you arrange time for breaks.

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

## Meal Periods

Employees shall be entitled to an *uninterrupted and duty-free* meal period of at least a 30-minute duration when the shift exceeds five consecutive hours of work. Such meal periods, to the extent practical, shall be at least one hour after the start, and one hour before the end, of the shift. Employees must be completely relieved of all duties and permitted to pursue personal activities for a period to qualify as non-work, uncompensated time.

When the nature of the business activity or other circumstances make an uninterrupted meal period impractical, the employee shall be permitted to consume an on-duty meal while performing duties. Employees shall be permitted to fully consume a meal of choice on the job and be fully compensated for the on-duty meal period without any loss of time or compensation.

## Class Time Policy

It is prohibited for a student 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.

## Student Pay-Rates

Per Colorado law, all employees performing “substantially similar” work must receive the same compensation. Employers may, however, pay different wages to employees performing substantially similar work if the disparity is justified by one of several factors as defined by the law.

CC policy is that student employees must be compensated hourly in pay steps 1 or 2. Exceptions for higher pay rates are rare and must be approved by the office of Financial Aid & Student Employment.

**\*All CC students in the same JOB TITLE shall receive the same rate of pay.**

### 2024 Pay Steps (effective January 22, 2025)

Pay Step I- \$14.81/hr.

Pay Step II- \$15.22/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 Pay

If a student works over 12 hours in any given day OR 40 hours per week (**ALL jobs combined**), the department(s) will be responsible for overtime pay at 1.5 times their hourly rate. If those hours are accumulated by working more than one CC job, the overtime pay will be paid by the job/department

being worked when the overtime occurred. In other words, hours worked in the latter part of the day or latter part of the week will be subject to overtime.

**Payroll definition of “Day”:** Any consecutive period of 24 hours

**Payroll definition of “Week”:** Sunday at midnight to Saturday at 11:59pm.

**Example 1:** If a student works 4 hours in department A from 8am-12pm and 9 hours in department B from 12:30-9:30pm in a 24-hour period, department B must pay the employee one hour of overtime pay.

**Example 2:** Student works job A from 2:00-8:00pm on Sun, Mon, Tues, Wed, and Thursday. The same student works job B on Friday from 1:00-6:00pm and on Saturday from 3:00-9:00pm. Job/Department B must pay the employee one hour of overtime pay, even though they only worked 11 hours in that department. This is because the overtime hours were worked in that job.

### **Sick Leave Policy & Accrual**

Student employees will accrue 1 hour of paid sick leave for every 30 hours (.0333 hours for each hour) worked, up to 48 hours per year. The timesheet in which the student enters their sick leave hours will be charged to the associated department’s budget.

The amount of sick leave to be used is limited to both the students’ current accrual and the hours they were previously scheduled to work. Students should not use more sick leave than their scheduled shift or previously agreed upon hours in each instance. Students cannot use more sick time than they have already accrued.

The college reserves the right to request medical certification of absenteeism due to circumstances that necessitate missing 4 or more consecutive shifts. This request may be made to the student by their supervisor. Inability to provide medical certification upon request may be a means for involuntary termination.

Students are *NOT* eligible for personal leave or other non-illness use of their sick time for any reason other than those listed below.

**Paid sick leave is available for student employees who are unable to work due to one of these reasons:**

- a mental or physical illness, injury, or health condition that prevents work, including diagnosis or preventive care;
- domestic abuse, sexual assault, or harassment that requires an employee to seek medical attention, seek services from a victim services organization, obtain mental health or other counseling, seek relocation due to the abuse, sexual assault, or harassment, or seek legal advice, including preparation for a civil or criminal proceeding related to the abuse, assault, or harassment;
- has a family member for whom the employee must provide care who experienced a condition described in category (a) or (b);
- has a family member for whom the employee must provide care whose school or place of care has been closed due to inclement weather, loss of power, or other unexpected occurrence or event that results in the closure of the family member’s school or place of care;
- to grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member; or,



- to evacuate the employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the need to evacuate the employee's residence; or,
- in a public health emergency, a public official closed the employee's workplace, or the school or place of care of the employee's child and the employee must care for the child.

## Jury Duty

In accordance with the Code of Colorado Regulations, student employees are paid their usual hourly rate for any ***normally scheduled work*** that occurs during the ***first three days*** of jury duty.

**Normally scheduled work: a shift scheduled prior to the notice of jury duty or expected/agreed on regular (i.e., consistently repeated) weekly hours that cannot be rescheduled due to the student job.**

Student Employees will need to provide documentation from the court that they were present for jury duty.

Hours paid for jury duty should be recorded on a separate line item on the date they occurred in the student's timesheet.

## Holiday Pay

Student employees are classified as non-benefit eligible part-time employees and **DO NOT qualify** for the 2.5x holiday pay.

## Hiring Process

### Funding Student Employment

All student employment funding comes directly from each department's operating budget. The federal and state work-study funding received from the government subsidizes the college's general operating budget. The subsidized portion, in combination with institutional funds, is divided into each department's operating budget. Department leaders are responsible for determining allocation of funds into a student employment budget line. Funds can be increased or reallocated by each department as needed. Funds are not available to be added directly from the student employment office. Questions regarding your assigned budget should be directed to your department and/or division leaders responsible.

### Work-Study Preference Policy

The 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.

Supervisors are NOT required to hire only work-study eligible students or to consider them before all other applicants. The recommendation is to provide a preference when the option is viable, for example if you have many candidates who could successfully fill the position.

### 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-study award may be reduced by any amount necessary to prevent the student from being over awarded based on need or cost of attendance. If this happens, there is no need for the student to terminate their on-campus position, even if they were hired under a work-study preference

## Job Opportunities for Students

The College makes every effort to provide employment opportunities, but students are responsible for finding a job. Supervisors are responsible for posting all open student employment positions to Handshake. Students can then apply to these postings through their Handshake account.

## Job Descriptions and Posting Opportunities

Before submitting a Handshake job posting for approval, supervisors must submit a job description to the Office of Financial Aid & Student Employment using JotForm. This must be done annually, but then can be used for that job's Handshake posts for the period of one year. JotForm is used as a retention database of job descriptions as required for legal and auditing purposes.

**Supervisors must post all job vacancies on Handshake (including student promotions) to provide access and equity for all students and to achieve compliance with equal opportunity laws.** Postings must be live for a minimum of 5 days (AFTER approval) before an EPAF for hire can be submitted. Supervisors may choose to keep a job opening posted for up to one full year. This is recommended for programs that hire frequently, in mass quantities, or have high turnover.

**A hiring EPAF must be submitted within 90 days of the Handshake posting's expiration, unless an exception is approved by the office of Student Employment *in advance*.** Examples would be for positions such as Bridge Mentors, FYP, or other programs which require pre-requisite courses after staff selection, resulting in the need to select students well before their start date. Exceptions will NOT be made for reasons such as a student not completing their paperwork in a timely manner or the supervisor responsible not prioritizing the process.

Supervisors will receive Handshake and EPAF credentials after completing New Supervisor Training. Email [studentemployment@coloradocollege.edu](mailto:studentemployment@coloradocollege.edu) to inquire about training.

## Promotion

All promotions must be posted for at least five business days before an offer is made. Otherwise, the promotions will not be approved by our office.

- Any promotion would require new job duties/job description/ job title/ etc.
- NO individual student shall receive a promotion simply from one pay step to the other. ALL students in the same JOB TITLE shall receive the same rate of pay.
- Promotions must be posted by the department/hiring supervisor in Handshake.
- Supervisors must then fairly and equitably review all applications received for consideration.
- Selected candidates must have officially applied for the position through the posted opening.

## Resume & Interview

Students may be required to submit their resume and a cover letter 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 questions and procedures used are legally appropriate, equitable, and consistent for each candidate.

Supervisors may ask a student about their work-study eligibility to give preference to those with need-based awards. Work-study is not a protected class.

Supervisors may not ask about previous compensation in the job posting, application, or interview process.

### **Students Interviewing Peer Students**

While student employees may participate in other student candidate selection as a means of learning or leadership, students may NOT unilaterally make hiring decisions on behalf of a supervisor. Moreover, any student participating as an interviewer for another student MUST have the responsible supervisor present for the interaction.

# Processing Requirements & Paperwork

A student must have officially applied to an open position on Handshake in order to be hired or promoted. If a hiring request is made without an application or job positing, the request will be denied.

Once a supervisor has selected a student employee candidate for hire **AND** the student has *accepted the job offer*, they will need to ensure the student has completed their necessary hiring paperwork.

Both supervisors and students can check the status of paperwork completion using the "Student I-9" lookup tool in Banner SSB. A student's status will change to "OK to Hire" once the paperwork has been both received AND processed by the office of Student Employment. Supervisors must use the lookup tool in their "Employee" tab in Banner; Students must search under their "Student" tab.

Students only need to submit these employment documents ONE time as a CC student. Once a student has held a job on campus, the completion of their hiring paperwork for that job is valid for all other CC student-employment positions they may work in the future.

Students are unable to be officially hired and access a time sheet until all the forms listed below are submitted to the Student Employment office. Students must make an appointment to do so on the Student Employment CC webpage. **It is illegal for CC to accept any of the following paperwork PRIOR to the student accepting a job offer for which they applied.**

If a student attends training or work hours prior to having a timesheet displayed in Banner SSB or having the following documents processed, they may be **suspended from student employment for the remainder of the current term (fall, spring, or summer) depending on the severity of the case.**

## Paperwork Required

The following required paperwork can be found on the CC Student Employment webpage or in-person at the Office of Financial Aid & Student Employment. The following documents must be completed and turned into the Office of Financial Aid and Student Employment by IN-PERSON appointment only.

### Domestic Students:

- Employment Eligibility Verification (**I-9**)
  - Complete form and provide acceptable, original, and unexpired identification documents to the Office of Student Employment
    - \* Acceptable documentation examples are listed within the I-9 packet
  - **If the I-9 verification is NOT complete and the student begins working/training, they must be "terminated" (suspended) per federal rules.**
- Employee Withholding Allowance Certification (**W4**)
- Direct Deposit Form
- Please note that the Office of Student Employment recommends all domestic 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 students' tax liability.

### International Students:

- Employment Verification (**I-9**)
  - Complete form and provide acceptable, original and unexpired identification documents to the Office of Student Employment
    - \* Acceptable documentation examples are listed within the I-9 packet

- Direct Deposit Form
- International students need to contact [tax.compliance@coloradocollege.edu](mailto:tax.compliance@coloradocollege.edu) **within 7 days of their first day of work** to arrange an appointment for tax document completion. Pay stubs will be emailed, but **NO payment of earned wages will be released until this is completed.**
- International students must visit the US Social Security Office **within 30 days of their hire date** provided on the supervisor's EPAF. Once the social security number is received, the student must bring the card to the office of Financial Aid & Student Employment. **Failure to apply for and provide the card in a timely manner will result in all jobs being terminated.**

### EPAF Submission

After all the student's paperwork has been completed, submitted, AND processed, supervisors will need to complete an EPAF. Once the Student Employment team applies the EPAF, the student's timesheet will be created and visible on Banner. **Failure by either the student or the supervisor to ensure a timesheet can be opened may result in the student being suspended from all student employment opportunities for the remainder of the term (Fall, Spring, or Summer).**

**Hiring is complete when the student has a timesheet for the position. The I-9 MUST be complete before they can work or train.**

### Processing Timeline

**Important Hiring Facts to Note**

- ❖ Students should conservatively expect that it will take the Office of Student Employment up to three business days to process a complete I-9 hiring packet and up to three business days to process a submitted EPAF. Processing completion could occur quicker depending on time of year. Therefore, student workers should not be expected to work earlier than a week after they've submitted their I-9 packet.
- ❖ Hire paperwork cannot be submitted to the Student Employment office remotely.
- ❖ Fax or copies of identification documents are not acceptable.

### 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.

### 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, student employees know how they are performing and can ask questions and respond to supervisor's comments.

# Ending Employment

## Resignation/Termination

Students who elect to stop working at their current position for any reason are encouraged to give their supervisor at least one week's notice.

Supervisors must 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 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 leave a 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. Also, neither an employer nor employee must 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 their supervisor in advance. Supervisors must provide student employees with feedback regarding their performance and provide opportunities to address performance concerns. If continued performance or attendance issues arise after feedback has occurred, the supervisor may elect to terminate the student's position with or without warning.

In serious circumstances where behavior at work results in legal, safety, or other college wide violations, the employee may be terminated without prior opportunity for correction. These situations should be communicated immediately with Student Employment by the supervisor and are handled on a case-by-case basis.

There are forms available both for performance evaluation and notice of termination. Supervisors can find these tools on the supervisor toolkit page of the CC student employment webpage.

Any student employee who feels unfairly treated may appeal to the Student Employment office.

## Student Employment Relations Issues and Mediation Process:

As a student employee, your first point of contact for any student employment concerns is your direct supervisor. If you feel uncomfortable approaching your supervisor, or have issues related to your supervisor's conduct, please contact your supervisor's supervisor (known as a skip-level supervisor.)

**If appropriate**, you should contact the Office for Civil Rights & Title IX. They are a resource for concerns involving discrimination, harassment, sexual misconduct, domestic violence, stalking, and related retaliation. You may report a concern with your name, or report a concern anonymously, and this option does not require speaking to a supervisor.

If you are uncertain on how to approach your supervisor or skip-level supervisor, please contact the Ombudsperson for support.

If you need support for a disability accommodation through The Hartford, please contact the Director of Employer Relations & Support. Please note that the process for employment-related accommodations is separate from the accommodations provided through the Accessibility Resources Office for academic needs.

If you are having a dispute with another student, less directly related to the working environment, please contact the Assistant Dean of Students.

You are always welcome to contact the Student Employment office for questions about what above resources you should contact for your specific situation.

### Student Employment Questions?

Direct your CC student employment questions to the Office of Student Employment by phone at (719) 389-6908 or by email at [studentemployment@coloradocollege.edu](mailto:studentemployment@coloradocollege.edu).