



**COLORADO
COLLEGE**

Student Employment Handbook for Supervisors

Contents

Office of Financial Aid & Student Employment.....	3
Handbook Overview	4
Equal Opportunity Policies.....	4
Anti-Discrimination.....	4
Harassment.....	5
Reporting Harassment.....	5
Protection from Retaliation	5
Respectful Interactions	5
Mandatory Reporters.....	6
Title IX.....	6
Disability Accommodation.....	6
Religious Accommodation	6
Workers' Compensation	6
Important Definitions.....	7
Terms and Conditions of Employment.....	8
Student Employment & Work-study Eligibility	8
Summer Employment Eligibility	9
Graduated Students	9
Remote Work Policy.....	9
Compensation	9
Holiday Pay	10
Work Hours	10
Overtime Pay.....	10
Recording Time Worked.....	11
Sick Leave Policy & Accrual	12
Public Health Emergency Leave (Temporary)	12
Receiving Pay	13
Hiring Process.....	13
Job Opportunities for Students	13
Job Descriptions and Posting Opportunities	13
Resume & Interview	14
Processing Requirements & Paperwork	14

Mass Hiring Lists	16
Contracts	16
Promotion	16
Ending Employment.....	16
Resignation/Termination	16
Warnings and Termination	17
Expectations and Responsibilities.....	17
Student Expectations and Responsibilities.....	17
On-Campus Supervisor Expectations and Responsibilities	17
Training and Feedback	18
Student Employment Policies	18
Adhere to all Colorado College Policies	18
Award Reduction	18
Work-Study Preference Policy	18
Volunteering	19
Confidentiality	19
Class Time Policy	19
Break & Meal Periods	20
Student Employment Professional Standards	20
Off-campus Work-study Partners Information	21
Student Eligibility for Off-Campus Work-study	22
Off-Campus Supervisor Expectations and Responsibilities	22

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

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 that his or her behavior is inappropriate or unwelcome. If you consider any person's behavior to be inconsistent with college expectations, you are encouraged (but not required) to tell that person that his or her behavior is considered inappropriate and request that the conduct stop. Persons 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 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.

Mandatory Reporters

The majority of 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.

Title IX

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

Disability Accommodation

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

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 both fall and spring semester 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 semester at Colorado College. **Not** eligible for student employment.

Terms and Conditions of Employment

Student Employment & Work-study Eligibility

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

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.

Enrolled students who fall below half-time enrollment are not eligible to work in any capacity. To ensure all students are equally compensated and treated, all students are required to maintain at least half-time (1.5 units per semester) enrollment to work as a student employee.

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.

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 term.

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.

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.

Remote Work Policy

Students are NOT permitted to work remotely outside of the state of Colorado. Colorado College does not participate with the tax regulations necessary to accommodate remote out-of-state working students. Students can complete work remotely, as approved by a supervisor, while residing **on-campus or in the state or Colorado**. Students may not work remotely from their home or vacation residence during breaks or any other period of time that they are residing outside of Colorado.

Compensation

Student employees must be compensated on an hourly basis 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.**

2022 Pay Steps (effective December 22, 2021)

Pay Step I- \$12.56/hr.

Pay Step II- \$12.96/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

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 the several factors as defined in the law below.

	Applicable reasons for wage rate difference
1	A seniority system
2	A merit system
3	A system that measures earnings by quantity or quality of production
4	Geographic location
5	Education, training, or experience to the extent that they are reasonably related to the work in question
6	Travel, if the travel is a regular and necessary condition of the work performed

Holiday Pay

Student employees are classified as non-benefit eligible part time employees and therefore do not qualify to receive the 2.5x holiday pay.

Work Hours

Colorado College does not expect nor encourage students to work beyond 5-15 hours per week in ALL JOBS COMBINED.

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

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 breaks do 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).

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.

International Student Employees

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 and stipend positions combined (i.e. serving as a Resident Assistant), whether you 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.

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.

Recording Time Worked

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

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

Students may notice a time when their timesheet(s) are no longer available. This happens between the approval deadline and payday in order 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, they may be suspended from student employment.

Sick Leave Policy & Accrual

All employees, including student employees, accrue sick leave beginning January 1, 2021. Student employees will accrue 1 hour of paid leave for every 30 hours 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 student's 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. Sick leave can be used by 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 criminal harassment leading to health, relocation, legal, or other service needs;
- has a family member experiencing a condition described in category (a) or (b); or,
- in a public health emergency, a public official closed the workplace, or the school or place of care of the employee's child.

Public Health Emergency Leave (Temporary)

All employees, including student employees, have available a sick leave bank called Public Health Emergency Leave that will cover them for up to 40 hours of missed work **if they have one of the specific situations listed below**. They will find their calculated leave eligibility on their timesheet and leave report. If they use the bank up and need additional time (for example, a second exposure) they can use their regular sick leave bank if there are available hours. Students should report their sick time on their timesheet only for expected work hours that were scheduled before they got sick.

- Self-isolating or work exclusion due to exposure, symptoms, or diagnosis of the communicable illness in the public health emergency;
- Seeking a diagnosis, treatment, or care (including preventive care) of such an illness;
- Being unable to work due to a health condition that may increase susceptibility to or risk of such an illness; or,
- Caring for a child or other family experiencing one of the issues above, or whose school or child care is unavailable due to the public health emergency.

All hours for the Public Health Emergency Leave will be provided up front for use. However, once these hours are used they will not be refurbished.

Receiving Pay

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

Hiring Process

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.

Supervisors will receive Handshake and EPAF credentials after completing New Supervisor Training. Individuals can inquire about training by emailing studentemployment@coloradocollege.edu.

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 the same questions and procedure is followed for each candidate.

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

Supervisors may ask a student about their work-study eligibility in order to provide preference to those with need-based awards.

Processing Requirements & Paperwork

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

Once a supervisor has selected a student employee candidate for hire, 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. Student’s status will change to “OK to Hire” once the paperwork has been both received AND processed by the office of Student Employment.

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.

If a student attends training or work hours **prior to having a timesheet displayed in Banner SSB** or having the following documents processed, they will be **suspended from student employment for one academic semester.**

The following required paperwork can be found on the CC Student Employment webpage or in-person at the Office of Financial Aid & Student Employment.

Paperwork for domestic students includes the following documents and must be turned into the Office of Financial Aid and Student Employment.

- 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

- Employee Withholding Allowance Certification (**W4**)
- Direct Deposit Form

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

- 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 **within 7 days of their first day of work** to arrange an appointment for tax document completion. **No payment of earned wages will be released until this is completed.**
- International students must make an appointment with 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 make an appointment or provide the card in a timely manner will result in all jobs being terminated.**

After all the paperwork has been completed, submitted, and verified, supervisors will need to complete an EPAF. Once the Student Employment team approves the EPAF, the student's timesheet will be created and visible on Banner SSB.

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.

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.

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.

Promotion

All promotions must be posted for a minimum of five business days before an offer of promotion 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 received applications for consideration.
- Selected candidates must have officially applied for the position through the posted opening.

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 a one week 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 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 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. Additionally, neither an employer nor an employee is required to give a reason for the separation from employment.

Warnings and Termination

Absence from work or unsatisfactory performance is a serious concern. Legitimate reasons for absences do occur, but students are responsible for communicating with 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.

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 and EPAF training.
- Post all student employment and promotion opportunities on Handshake for a minimum of 5 business days.
- 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 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.

- 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 with the ID number, name, and updated title request. Do not submit a new EPAF for title updates. This change must be done 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.
- Responsible for submitting 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 (the last day of the term in which they graduate).

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 have an opportunity to ask questions and respond to supervisor's comments.

Student Employment Policies

Adhere to all Colorado College Policies

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

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.

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

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.

Confidentiality

Depending upon job duties, students 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, 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) for guidance and examples of appropriate use and agreements.

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 they may help you arrange time for breaks.

For further information on Rest & Meal Periods please visit:

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

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 first priority of the student employee is to gain experience that fosters a positive work ethic. If student employees do not have something to do, they should ask their supervisor for additional work or find something that needs to be done.
5. **HOMEWORK** - During work hours, student employees are required to 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 an emergency situation arises at work, the student employee should first notify their immediate supervisor. If the supervisor is not available, the student employee should call the 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 are expected to report to work in attire that is appropriate for the position. This should not be confused with casual recreation attire. Student employees should check with their supervisors regarding specific departmental dress code expectations.
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.

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. These student opportunities are managed by the Collaborative for Community Engagement office at CC. For more information, visit coloradocollege.edu/offices/cce or email cce@coloradocollege.edu.

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 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 status, and demonstrate financial need

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.
- 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.
- Work with CCE staff as appropriate to meet all legal requirements and programmatic needs.

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.